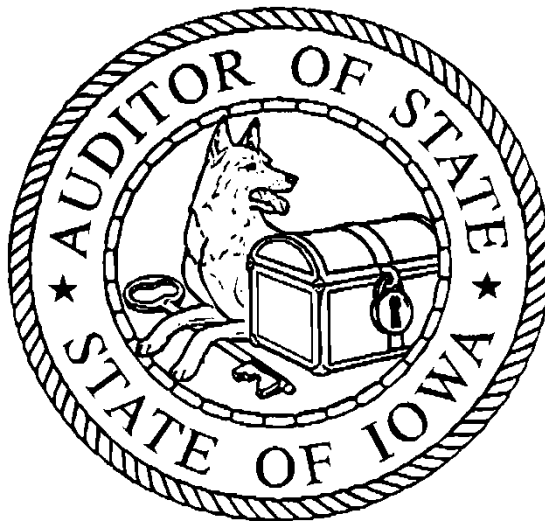


# **COMMUNITY SCHOOL DISTRICT AUDIT PROGRAM GUIDE**

For the year ended June 30, 2014



MARY MOSIMAN, CPA  
AUDITOR OF STATE

**COMMUNITY SCHOOL DISTRICT AUDIT PROGRAM GUIDE****DISTRICT** Sample District**June 30, 2014****FILE INDEX**

<u>N/A</u>	<u>Incl.</u>	
_____	_____	GF-1 Audit Planning
_____	_____	GF-2 Planning Conferences
_____	_____	GF-3 Internal Control
_____	_____	GF-4 Review of Minutes
_____	_____	GF-5 Copies of District's June 30th Financial Statements for all Funds, Including Entire CAR
_____	_____	GF-6 Planning Materiality
_____	_____	GF-7 Analytical Procedures
_____	_____	GF-8 Time Budget and Progress Reports
_____	_____	GF-9 Audit Program
_____	_____	GF-10 Audit and Accounting Problems
_____	_____	GF-11 Conferences (including exit)
_____	_____	GF-12 Items for Comment
_____	_____	GF-13 Items for Next Year
_____	_____	GF-14 Representation Letter/Related Parties Documentation
_____	_____	GF-15 Attorney's Letter
_____	_____	GF-16 Audit Difference Evaluation
_____	_____	GF-17 Opinion, Disclosure and Other Report Information Including Draft Management Discussion and Analysis
_____	_____	GF-18 Confirmation Control
_____	_____	GF-19 W/P Copies Given to Client and Outside Parties
_____	_____	GF-20 Pending Matters
_____	_____	GF-21 Review Notes – deleted by _____ Date_____
_____	_____	GF-22 Incharge Review Questionnaire
_____	_____	GF-23 Manager Review Questionnaire
_____	_____	GF-24 Independent Reviewer Questionnaire
_____	_____	GF-25 Prior Year Audit Report/Status of Prior Year Comments

**DISTRICT** Sample District

**June 30, 2014**

**TABLE OF CONTENTS**  
**Work Papers**

B.	Cash
C.	Investments
FA.	Capital Assets
Q.	Commitments, Contingencies and Subsequent Events
R.	Revenue and Receipts
S.	Expenditures and Disbursements
T.	Transfers
Y.	Single Audit

**DISTRICT**       **Sample District**      

**June 30, 2014**

**TABLE OF CONTENTS**  
**(continued)**

RA	Trial Balances/Adjusting Journal Entries
RB	Entity Wide Trial Balance
RC	Property Tax Receivable
RD	Accounts Receivable/Due from Other Governments
RE	Accrued Interest
RF	Other Receivables/Deferred Outflows
RG	Inventories
RH	Prepaid Expenses
RI	Capital Assets
RJ	Due to/Due from Other Funds
RK	Accounts Payable/Due to Other Governments
RL	Contracts Payable
RM	Accrued Payroll
RN	Compensated Absences
RO	Other Payables/Deferred Inflows
RP	Long-Term Debt

**DISTRICT** Sample District**June 30, 2014****AUDIT PLANNING**

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<b>Audit Objectives:</b> <b>A. Plan and document planning of audit.</b> <b>B. Consider Single Audit implications.</b> <b>C. Determine preliminary planning materiality.</b> <b>D. Consider the effect on financial statements of non-compliance with laws and regulations.</b> <b>E. Perform risk assessment procedures and assess risk of material misstatement of the financial statements.</b> <b>F. Determine audit approach.</b>					
<b>Audit Procedures:</b> A. Job number _____					
B. Assigned staff: _____ Independent? _____ Manager _____ Incharge _____ Staff _____ _____ _____ _____ _____	A				
C. Timing: _____ <div style="display: flex; justify-content: space-around;"> <div>Planned Date</div> <div>Actual Date</div> </div> Begin fieldwork _____ Complete fieldwork _____ To Manager _____ _____	A				
D. Obtain and file the engagement letter. (AU 210.09)	A				
E. If prior year audit was performed by another firm (AU 510): 1. Obtain and review a copy of the auditor's reports on the financial statements, compliance and internal control. 2. Obtain copies of appropriate workpapers. 3. Make the appropriate inquiries of the predecessor auditor. 4. Review and document, as necessary, evidence of opening balances. 5. Firm: _____ Contact Person: _____ Telephone: _____	A				

**DISTRICT** Sample District**June 30, 2014****AUDIT PLANNING**

<b>PROCEDURE</b>	<b>OBJ.</b>	<b>DONE BY</b>	<b>W/P REF</b>	<b>N/A</b>	<b>REMARKS</b>
<p>F. Review prior year audit report and working papers. If applicable:</p> <ol style="list-style-type: none"> <li>1. Note any departures from an unmodified opinion.</li> <li>2. Note any specific areas of comment in the prior audit report. Determine and document current status.</li> <li>3. Note any areas of special emphasis recommended for this year's audit by the prior auditor.</li> <li>4. Note items for next year's audit in prior year's workpapers. Document in current year workpapers and address.</li> <li>5. Note any non-report comments which may affect this year's audit and document the status of these items.</li> </ol>	A,B,E				
<p>G. Inquire as to the existence of findings and recommendations from any previous audits, attestation engagements, performance audits, or other studies (for example – Federal audits, program audits, IT audits, reviews by state agencies, etc.) which have been performed and determine the current status of any findings or recommendations identified which may directly affect the risk assessment and audit procedures in planning the current audit. (GAS Chapter 4.05 and AU 935.16)</p>	A,D				
<p>H. Review permanent file and determine status of the following and update as necessary:</p> <ol style="list-style-type: none"> <li>1. Identification of financial reporting entity and compliance with GASB 14, as amended by GASB 39 and 61. <ol style="list-style-type: none"> <li>a. Identify the primary government.</li> <li>b. Identify and document consideration of component units.</li> <li>c. For an entity identified which is not incorporated, determine if the entity is an unincorporated nonprofit association pursuant to Chapter 501B of the Code of Iowa and report accordingly.</li> <li>d. Identify and document relationships with organizations other than component units.</li> <li>e. Determine non-profit school organizations established pursuant to Chapter 279.62 of the Code of Iowa are included in the District's audit in accordance with Chapter 11.6 of the Code of Iowa.</li> </ol> </li> <li>2. Nature of business and legal environment.</li> <li>3. Applicable state and federal regulations.</li> <li>4. Administrative and accounting personnel.</li> <li>5. As applicable, federal program personnel.</li> <li>6. Organization chart.</li> <li>7. Chart of accounts and accounting manual.</li> </ol>	A,B,F				

**June 30, 2014**

## AUDIT PLANNING

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
8. Use of outside service organizations. 9. Use(s) of information systems (IS). 10. Methods used to process significant accounting information. 11. Long-term leases, contracts and commitments. 12. List of officials and terms.					
I. Conduct entrance conference. Discuss and document pertinent information.	A,B				
J. Request the District assemble all necessary information, records and documents.	A,B,F				
K. Determine if the engagement is an audit of group financial statements. If applicable, follow the guidance in AU 600 including, but not limited to: 1. Identifying components. 2. Developing an overall audit strategy and audit plan for the group audit. 3. Gaining an understanding of the group and its components and their environments including understanding: a. Group-wide controls. b. The consolidation process. 4. Determining if components are considered significant, either individually financially significant or likely to include significant risks to the group financial statements. 5. Gaining an understanding of component auditors. 6. Deciding if the audit report will refer to the component auditor's work. 7. Determining materiality levels for the group financial statements as a whole and component materiality levels. 8. Applying further audit procedures to the consolidation process. 9. Subsequent events occurring between the dates of the financial information of the components and the date of the auditor's report on the group financial statements. 10. Communicating the group auditor requirements to the component auditor. 11. Evaluating the sufficiency and appropriateness of audit evidence obtained. 12. Communication with group management and those charged with governance of the group.	A,C,E, F				

**DISTRICT** Sample District**June 30, 2014****AUDIT PLANNING**

<b>PROCEDURE</b>	<b>OBJ.</b>	<b>DONE BY</b>	<b>W/P REF</b>	<b>N/A</b>	<b>REMARKS</b>
L. Determine the extent of involvement, if any, of consultants, specialists or internal auditors. Where applicable, follow the appropriate guidance:					
1. AU 610 "Auditor's Consideration of the Internal Audit Function."					
2. Auditor's Specialist (AU 300.12, AU 620 and <u>Government Auditing Standards</u> , Chapters 6.42-.44) - Consider whether specialized skills, including professionals possessing information technology (IT) skills, are needed in performing the audit and seek such assistance if considered necessary. (AU 300.12)					
3. Management's Specialist (AU 500.08) - Include appropriate statement in the management representation letter. Examples of the use of a specialist include:					
a. An actuary used to determine incurred but not reported (IBNR) claims for a self-insurance fund.					
b. An actuary used to determine amounts for other postemployment benefits (OPEB).					
M. Inquire about related party transactions.	A,F				
N. Minutes:	A,F				
1. Review minutes through the most recent meeting and document significant Board action, including subsequent events.					
2. Determine and document if minutes were properly signed.					
O. Obtain a copy of the District's June 30 Certified Annual Report and financial statements.	A				
P. Document compliance with <u>Government Auditing Standards</u> conceptual framework for nonaudit services, if any.					
Q. Discuss with the engagement team the significance of threats to management participation or self-review and emphasize the risks associated with those threats.					
R. Determine if the District is a fiscal agent for any separate Boards or Chapter 28E organizations. Determine if they are properly disclosed and reported. Perform the necessary GASB 14, as amended by GASB 39 and 61, reviews.					
S. Determine if the District is a fiscal agent for an Early Childhood Iowa Area Board (also known as an Empowerment Board). If so, see the procedures included in the "Early Childhood Iowa Area Board" section of the audit program.					
T. Determine and document judgments about materiality levels by opinion units. (AAG-SLV 4.23) If done at interim, update materiality levels as of the balance sheet date.	B,C				
1. Opinion units in a District's basic financial statements are (as applicable):					



**DISTRICT** Sample District**June 30, 2014****AUDIT PLANNING**

<b>PROCEDURE</b>	<b>OBJ.</b>	<b>DONE BY</b>	<b>W/P REF</b>	<b>N/A</b>	<b>REMARKS</b>
<ul style="list-style-type: none"> <li>a. Governmental activities</li> <li>b. Business type activities</li> <li>c. Aggregate discretely presented component units</li> <li>d. Each major governmental and enterprise fund</li> <li>e. Aggregate remaining fund information (nonmajor governmental and enterprise funds, internal service funds and fiduciary fund types)</li> <li>f. Transaction class, account balance or disclosure, if necessary. (AU 320.14)</li> </ul>					
2. Materiality level for each major Federal program. If done at interim, update materiality levels as of the balance sheet date.					
U. Apply preliminary analytical procedures.	A,E,F				
1. Compare current year information to information with a plausible relationship.					
2. Identify expectations and document basis of expectations.					
3. Identify unusual or unexpected balances or relationships.					
4. Determine and document if matters identified indicate a higher risk of material misstatement. If a higher risk is indicated, adjust audit approach accordingly.					
V. Determine completeness and accuracy of books and records by footing, crossfooting and tracing postings from journals as necessary. Include all subsidiary detail systems.					
W. Prepare all necessary confirmations requests for mailing.					
X. Send attorney letters to attorneys and other lawyers consulted on significant matters during the period. Send the letter early during fieldwork with a requested response date one week prior to estimated completion of fieldwork.					
Y. Determine and document an audit strategy based on determination of audit risk (AU 240, AU 315.26-.27, AU 320 and AU 935.20).	A,B,E, F				
Z. Internal Control:	A,B,D, E,F				
1. Obtain and document an understanding of the internal controls, including those relating to overall compliance with laws and regulations.					
a. Determine whether these internal controls have been implemented.					
b. Assess control risk for relevant financial statement assertions related to each significant account balance or transaction class, including those relating to overall compliance with laws and regulations which have a direct and material effect on the financial statements.					

**DISTRICT** Sample District**June 30, 2014****AUDIT PLANNING**

<b>PROCEDURE</b>	<b>OBJ.</b>	<b>DONE BY</b>	<b>W/P REF</b>	<b>N/A</b>	<b>REMARKS</b>
<ul style="list-style-type: none"> <li>1) Identify those financial statement assertions for which tests of controls need to be performed and design the appropriate tests of controls.</li> <li>2) Document conclusions in working papers concerning the assessed level of control risk for the assertions.</li> <li>c. If the District uses a service organization to process transactions for the District (i.e. payroll processing, bank trust department investing and holding assets for employee benefit plans, organizations which develop, provide and maintain software for user organizations, etc.), follow AU 402 to consider and document the effect the service organization has on the internal controls of the District (user organization), related control risk assessments, and the availability of evidence to perform substantive procedures.</li> <li>d. Obtain and document an understanding of the internal audit function to determine whether the internal audit function is likely to be relevant to the audit. (AU 315.24)</li> <li>2. Major federal programs: <ul style="list-style-type: none"> <li>a. Obtain and document an understanding of the internal controls relevant to the common requirements applicable to all major federal programs.</li> <li>b. Determine whether these controls have been implemented.</li> <li>c. Assess control risk. (The auditor should plan for a low level of control risk)</li> <li>d. Perform tests of controls over each major program (regardless of whether or not choosing to obtain evidence to support an assessment of control risk below maximum).</li> <li>e. Include lack of or ineffective control procedures as significant deficiencies or material weaknesses in the report on the internal control.</li> </ul> </li> <li>3. If steps Z(1) and (2) are done at interim, determine if tests of controls and assessments of control risk can be extended to the balance sheet date: <ul style="list-style-type: none"> <li>a. Apply the following procedures for internal control work done: <ul style="list-style-type: none"> <li>1) Ask whether there have been any changes to internal controls, including federal controls, since interim date. Also consider whether any changes are apparent from substantive (or other) tests done after interim date.</li> </ul> </li> </ul> </li> </ul>					

**June 30, 2014**

## AUDIT PLANNING

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
2) Consider the significance of any changes. 3) Obtain audit evidence about the nature and extent of any changes. b. If considered necessary based on the above procedures, perform additional tests of controls and update risk assessments. AA. Determine the major funds for the governmental and business type activities. Funds are considered major funds if they meet both the criteria for the same element. (GASB 34 par. 76) 1. Total assets/deferred outflows of resources, liabilities/deferred inflows of resources, revenues or expenditures/expenses of the individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of the category or type. 2. Total assets/deferred outflows of resources, liabilities/deferred inflows of resources, revenues or expenditures/expenses of the individual governmental or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined. 3. Review with management whether additional discretionary funds should be included as major funds. BB. Consideration of compliance with laws and regulations (GAS Chapter 6.28, AU 250.12, AU 250.14) 1. Identify and obtain an understanding of the legal and regulatory framework applicable to the District and how the District is complying with the framework. 2. Identify possible instances of noncompliance with laws and regulations that may have a material effect on the financial statements: a. Inquire of management and, when appropriate, those charged with governance, about whether the District is in compliance with such laws and regulations. b. Inspect correspondence, if any, with relevant licensing or regulatory authorities. CC. Document the auditor's consideration of the risk of material misstatement due to abuse. If indications of abuse exist, plan audit procedures to determine whether abuse has occurred and the effect on the financial statements. (GAS Chapter 6.34) DD. Modify/expand on audit program guide, as necessary. The program should be responsive to the critical audit areas and other areas of concern noted in audit planning, the analytical procedures performed on the financial statements, and the understanding obtained of the District's internal controls.					
	D				
	E				
	A,F				

**June 30, 2014**

## AUDIT PLANNING

[illegible]

**DISTRICT** Sample District**June 30, 2014****AUDIT STRATEGY**

---

The attached audit strategy is to be used to document the following:

- Auditor's understanding of certain preliminary information regarding the entity and its environment for planning the audit.
- Auditor's fraud risk assessment, including identification of fraud risk factors.
- Identification of material account balances and classes of transactions.
- Determination of the risk of material misstatement at the financial statement and relevant assertions level.
- Auditor's response to the risks identified.
- Identification of the federal programs.
- Determination of major federal programs and the applicable common requirements.
- Applicability of account balances and classes of transactions to federal programs.

**DISTRICT** Sample District**June 30, 2014****AUDIT STRATEGY**

PROCEDURE	YES	NO	REMARKS
1. Did the prior year report on the financial statements include departures from an unmodified opinion?			
2. Did the prior year audit identify any significant deficiencies or material weaknesses?			
3. Have various account balances or transactions required significant adjustments in prior audits?			
4. Was the approach in the prior year primarily substantive?			
5. Were any significant errors or instances of fraud noted in the prior audit?			
6. Is there any indication there could be substantial doubt about the District's ability to continue as a going concern?			
7. Does the audit require special expertise?			
8. Are specialized skills needed to determine the effect of IT on the audit, to understand the IT controls, or to design tests of controls?			
9. Are there any new accounting and/or auditing pronouncements which may affect the current audit?			
10. Are there any specialized accounting practices or principles applicable to the District? (i.e. pensions)			
11. Have there been any significant changes in accounting practices for the District?			
12. Are there any economic conditions or recent developments which affected the District's operations? (inflation, interest rates, technological changes)			
13. Are there any special regulatory or reporting requirements which apply? (Single Audit)			
14. Is the District economically dependent on a major industry or company such that a change in the industry or company would adversely affect the District?			
15. Has there been a change in state or federal funding which would significantly impact the operations of the District?			
16. Is any aspect of the District profit motivated?			
17. Have there been any significant changes in the function or responsibilities of the District?			
18. Do the financial statements require use of significant accounting estimates or fair value determinations?			
19. Does the District have multiple locations for significant operations?			

**DISTRICT** Sample District**June 30, 2014****AUDIT STRATEGY**

PROCEDURES	DONE BY	REMARKS
<p>20. Complete the fraud risk assessment form.</p> <p>21. Document the following on the audit strategy form.</p> <ul style="list-style-type: none"> <li>a. Identify material account balances and classes of transactions. Consider planning materiality as well as qualitative matters such as volume of transactions, susceptibility of assets to theft, etc.</li> <li>b. Assess the inherent risk by assertion for each of the material account balances and classes of transactions identified above and document the results.</li> <li>c. Assess control risk.</li> <li>d. Considering the understanding obtained of the District (including its environment and internal controls) and the determination of inherent and control risks, assess the risks of material misstatement (whether due to fraud or error) at financial statement and relevant assertion levels and assess detection risk.</li> <li>e. Document overall responses to the risks identified and the design of further audit procedures (audit approach).</li> <li>f. If Single Audit is applicable, identify the major federal programs using the Single Audit – Audit Strategy form.</li> <li>g. Identify the material account balances and classes of transactions applicable to major federal programs.</li> <li>h. Identify the common requirements applicable to each major federal program.</li> <li>i. Indicate whether test of controls are applicable or comment on whether controls do not exist or cannot be tested.</li> </ul> <p>22. Identify other matters considered in determining the audit strategy.</p> <p>23. Identify any matters which could increase the risk of material misstatement of the financial statements due to errors, fraud and other non-compliance.</p>		

**DISTRICT** Sample District**June 30, 2014****AUDIT STRATEGY**  
**RISK ASSESSMENT****I. BRAINSTORMING CONFERENCE**

Date: \_\_\_\_\_

**Instructions:** Members of the audit team are required to discuss the susceptibility of the District's financial statements to material misstatement due to fraud or error. The discussion should include an open exchange of ideas (brainstorming). The discussion should also emphasize the importance of exercising professional skepticism throughout the audit. The discussion may occur prior to, or in conjunction with, other audit planning procedures, but should take place each year.

If the audit is a Single Audit, completion of this procedure should include consideration of both the audit of the financial statements and the federal awards.

Audit of financial statements	Yes	_____	No	_____
Single Audit	Yes	_____	No	_____

Participants:

Name	Title

1. Describe how the discussion occurred (e.g. face-to-face meeting, conference call)

2. Describe the matters discussed.



**DISTRICT** Sample District**June 30, 2014****AUDIT STRATEGY**  
**RISK ASSESSMENT**

Matters which should be discussed include:

- a. How and where the financial statements might be materially misstated due to fraud or error.
- b. How management could perpetrate and conceal fraudulent financial reporting.
- c. How the perpetrators could misappropriate government assets.
- d. Known external and internal factors affecting the District which might (1) create incentives/pressures to commit fraud, (2) provide the opportunity for fraud to take place and (3) reveal attitudes or rationalization about why fraud is acceptable behavior.
- e. Circumstances indicative of earnings management or manipulation of other financial measures which could lead to fraudulent financial reporting.
- f. The nature and risk of management override of controls.
- g. How best to respond to these fraud and other risks through the design of audit procedures.
- h. The importance of maintaining an appropriate attitude of professional skepticism throughout the audit when considering the risk of material misstatement due to fraud.
- i. Risks of material misstatements associated with related party relationships and transactions.

The discussion should not be influenced by past favorable experience with the integrity of management.

The discussion should abandon neutrality and presume the possibility of dishonesty at various levels of management.

The discussion should focus on the financial statement areas vulnerable to fraud, presuming management, employees or volunteers were inclined to perpetrate fraud.

3. Did information arise during the brainstorming meeting which may be relevant to identifying risks of material misstatement due to fraud or error?

\_\_\_\_\_ Yes (Document in Part IV)

\_\_\_\_\_ No

Comments:

DISTRICT Sample District

June 30, 2014

**AUDIT STRATEGY**  
**RISK ASSESSMENT****II. INQUIRIES ABOUT THE RISKS OF FRAUD**

**Instructions:** Auditors are required to make inquiries of **management** and others about the risks of fraud. Inquiries should be made each year in the planning stage of the audit. This form can be used to document the auditor's inquiries of management and other employees. Conducting one-on-one interviews with members of management and other employees is the most appropriate way of accomplishing the objectives of the inquiry process. Management interviewed should include, at a minimum, all those who sign the management representation letter.

If the audit is a Single Audit, completion of this procedure should include consideration of both the audit of the financial statements and the federal awards. Alternatively, the auditor may wish to complete separate forms.

(A separate form should be used for each person interviewed)

**A. Management Personnel Interviewed:**

<b>Name</b>	<b>Title</b>	<b>Date</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. Inquire of the District's management about whether it is aware of (1) actual or suspected fraud or (2) any allegations of fraud (e.g., communications from employees or others). Describe.

2. Inquire of the District's management about its understanding of the risks of fraud within the District, including any specific risks identified or account balances or transaction classes where fraud is likely to occur. Describe.

3. Inquire of the District's management about the programs and controls it has established to mitigate fraud risks and how it monitors such programs and controls. Describe.

**DISTRICT** Sample District**June 30, 2014****AUDIT STRATEGY**  
**RISK ASSESSMENT**

4. Inquire of the District's management about the nature and extent of monitoring of operating locations, where applicable, and whether there are particular units for which a risk of fraud may be more likely to exist. Describe.

5. Inquire of the District's management about whether and how it communicates to employees its views on business practices and ethical behavior. Describe.

6. Inquire of the District's management about whether it has reported to the audit committee, or its equivalent, on how the District's internal control monitors the risks of material fraud. Describe.

7. Inquire of the District's management about their compliance with laws and regulations. Describe.

8. Inquire of management about the existence of any agreements containing confidentiality clauses. Describe.

9. Inquire as to whether the person being interviewed is aware of any District employee or Board Member with possible financial pressures (i.e. gambling, excessive shopping, sudden medical expenses, lifestyle changes, etc).

10. Did information arise from inquiries of management which should be considered further in identifying risks of material misstatement due to fraud?

\_\_\_\_\_ Yes (Document in Part IV)

\_\_\_\_\_ No

Comments:

**DISTRICT** Sample District**June 30, 2014****AUDIT STRATEGY**  
**RISK ASSESSMENT**

B. Others Interviewed:

<b>Name</b>	<b>Title</b>	<b>Date</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. Inquire of others within the District (others can include operating personnel not directly involved in the financial reporting process, employees with different levels of authority, employees involved with initiating, recording or processing complex or unusual transactions or in-house legal counsel) about any actual fraud or suspected fraud. Describe.

2. Inquire as to whether the person being interviewed is aware of any District employee or Board Member with possible financial pressures (i.e. gambling, excessive shopping, sudden medical expenses, lifestyle changes, etc).

3. Did information arise from inquiries of others which should be considered further in identifying risks of material misstatement due to fraud?

\_\_\_\_\_ Yes (Document in Part IV)

\_\_\_\_\_ No

Comments:

**DISTRICT** Sample District

**June 30, 2014**

**AUDIT STRATEGY**  
**RISK ASSESSMENT**

C. Journal Entry Inquiry:

<b>Name</b>	<b>Title</b>	<b>Date</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. Inquire of individuals involved in the financial reporting process about inappropriate or unusual activity relating to the processing of journal entries and other adjustments. Describe.

2. Did information arise from inquiries of others which should be considered further in identifying risks of material misstatement due to fraud?

\_\_\_\_\_ Yes (Document in Part IV)

\_\_\_\_\_ No

Comments:

**DISTRICT** Sample District**June 30, 2014****AUDIT STRATEGY**  
**RISK ASSESSMENT**

D. Audit Committee or Equivalent Personnel Interviewed:

<b>Name</b>	<b>Title</b>	<b>Date</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. Where applicable, inquire of the audit committee or its equivalent, or at least its chair, about (1) its views about the risks of fraud, (2) whether it has knowledge of any actual fraud or suspected fraud and (3) how it exercises its oversight of the District's assessment of risks of fraud and the programs and controls the District has adopted to mitigate those risks. Describe.

2. Did information arise from inquiries of audit committee or equivalent personnel which should be considered further in identifying risks of material misstatement due to fraud?

\_\_\_\_\_ Yes (Document in Part IV)

\_\_\_\_\_ No

Comments:

**DISTRICT** Sample District**June 30, 2014****AUDIT STRATEGY**  
**RISK ASSESSMENT**

E. Internal Audit Personnel Interviewed:

<b>Name</b>	<b>Title</b>	<b>Date</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

- Where applicable, inquire of internal audit personnel about: (1) their views of the risks of fraud, (2) any procedures they performed to identify or detect fraud during the period under audit, (3) management's response to the findings and (4) whether they have knowledge of any actual fraud or suspected fraud. Describe.

- Did information arise from inquiries of internal audit personnel which should be considered further in identifying risks of material misstatement due to fraud?

\_\_\_\_\_ Yes (Document in Part IV)

\_\_\_\_\_ No

Comments:

DISTRICT Sample District

June 30, 2014

**AUDIT STRATEGY  
RISK ASSESSMENT**

QUESTION	YES	NO	N/A	REMARKS
<b>III. FRAUD RISK ASSESSMENT</b>  <u><b>Instructions:</b></u> Complete the following questions to document your consideration of risk factors which might indicate an increased risk of material misstatement due to fraud. "Yes" answers do not necessarily indicate an increased risk, but should be considered when assessing the risk of <u>material</u> misstatement due to fraud. If fraud risk factors are present, but other controls exist which compensate for the risk, document the mitigating factors in the remarks column.  <u><b>RISK FACTORS RELATING TO FRAUDULENT FINANCIAL REPORTING</b></u>  A. Incentives/Pressures <ol style="list-style-type: none"> <li>1. Is there significant pressure on meeting performance targets?</li> <li>2. Is a significant portion of management's compensation or performance assessment dependent on budgetary goals, program results, or other incentives?</li> <li>3. Do unrealistic performance targets exist?</li> <li>4. Were there numerous significant budget modifications in prior periods?</li> <li>5. Is there a lack of formal budgeting policies and procedures?</li> <li>6. Is the current management unable to make reasonable estimates of tax revenues, expenditures, or cash requirements?</li> <li>7. Has the credit rating for the District's securities been downgraded by an independent agency since the prior period?</li> <li>8. Do individuals outside of management or the governing body have substantial influence over the operations of one or more governmental units?</li> <li>9. Has management set unduly aggressive financial targets and expectations for operating personnel?</li> <li>10. Is the District subject to new accounting, statutory, or regulatory requirements which could impair its operating efficiency or financial stability?</li> <li>11. Is the District experiencing rapid changes, such as rapid changes in technology or rapid changes in citizen's service expectations?</li> <li>12. Is the District experiencing a poor or deteriorating financial condition (for example, a declining tax base, declining economy, or other anticipated loss of revenue sources)?</li> <li>13. Is the District having difficulty generating cash flows from operating activities?</li> </ol>				



**DISTRICT** Sample District**June 30, 2014****AUDIT STRATEGY**  
**RISK ASSESSMENT**

QUESTION	YES	NO	N/A	REMARKS
14. Has the District experienced unusually rapid growth or improved financial results, especially when compared to other governments?				
15. Is the District highly vulnerable to changes in interest rates?				
16. Is the District unusually dependent on debt financing?				
17. Do the District's financing agreements have debt covenants which are difficult to maintain?				
18. Is the District facing the threat of imminent bankruptcy?				
19. Is there significant pressure to obtain additional funding to maintain services?				
20. Is there a high degree of competition for federal or state awards?				
21. Is there declining federal and state program funding levels on a national or regional level?				
22. Is there a declining number of eligible participants, benefit amounts, and/or enrollments in award programs?				
23. Is there complex or frequently changing compliance requirements?				
24. Is there a mix of fixed price and cost reimbursable program types which create incentives to shift costs?				
B. Opportunities				
1. Is management dominated by a single individual or a small group without compensating controls, such as effective oversight by the governing body?				
2. Does the governing body or management lack understanding or experience regarding the operation or responsibilities of the government?				
3. Are internal controls inadequately monitored by management?				
4. Has management continued to employ ineffective accounting or IT (information technology) personnel?				
5. Has there been a high turnover in management level employees, bankers, attorneys, or auditors?				
6. Does the level of communication between accounting managers and data processing or IT departments appear to be inadequate?				
7. Are assets, liabilities, revenues, and expenditures or expenses based on significant estimates which involve unusually subjective judgments or uncertainties or could significantly change in the near term in a manner which may be financially disruptive?				

**DISTRICT** Sample District**June 30, 2014****AUDIT STRATEGY**  
**RISK ASSESSMENT**

QUESTION	YES	NO	N/A	REMARKS
8. Does the District engage in significant related party transactions not in the ordinary course of business (including transactions with related governments which are unaudited or audited by another firm)?				
9. Does the District have unusual or highly complex transactions (particularly those close to year-end) which are difficult to assess for substance over form?				
10. Does the District have significant bank accounts in locations for which there does not appear to be a clear business justification?				
11. Does the District have an overly complex organizational structure involving numerous component units, subrecipients, related organizations, lines of managerial authority, or contractual arrangements which do not have an apparent purpose?				
12. Does the District have significant relationships with other governments which do not appear to have a clear programmatic or business justification?				
C. Attitudes/Rationalizations				
1. Were there numerous significant audit adjustments in prior periods?				
2. Is there an excessive interest by management to meet performance targets through the use of unusually aggressive accounting practices?				
3. Has management failed to effectively communicate and support the government's values or ethics?				
4. Has management failed to effectively communicate about inappropriate business practices or ethics?				
5. Has management failed to correct known significant deficiencies or material weaknesses in internal control on a timely basis?				
6. Has management displayed a significant disregard for regulatory requirements, including, when applicable, federal and state award compliance requirements?				
7. Does management have a poor reputation?				
8. Does management have a history of violating laws, regulations, debt covenants, contractual obligations, or federal and state award compliance requirements?				
9. Do non-financial management or personnel excessively participate in the determination of significant estimates or selection of accounting principles?				
10. Are there frequent disputes on accounting, auditing, or reporting matters between management and the current or predecessor auditor?				

**DISTRICT** Sample District**June 30, 2014****AUDIT STRATEGY**  
**RISK ASSESSMENT**

QUESTION	YES	NO	N/A	REMARKS
11. Has management made unreasonable demands on the auditor, such as unreasonable time constraints on completion of the audit or an excessive emphasis on reducing the audit fee?				
12. Has management placed restrictions on the auditor (formal or informal) which inappropriately limit access to people or information (or inappropriately limit communication with the governing body or audit committee)?				
13. Has management failed to respond to specific inquiries or to volunteer information regarding significant or unusual transactions?				
14. Has there been domineering behavior by management, especially involving attempts to influence the scope of the auditor's work?				
15. Are there other situations indicating a strained relationship between management and the current or predecessor auditor?				
16. Could the District face adverse consequences on a significant pending transaction (such as issuance of debt or receipt of a grant) if poor financial results are reported?				
17. Does the District have significant investments in high-risk financial investments?				
18. Are there any known personal difficulties or other influences in the lives of management which could adversely affect their integrity, attitude, or performance?				
19. Do other conditions exist which indicate incentives/pressures, opportunities, or attitudes/rationalizations for management to engage in fraudulent financial reporting?				

Do conditions exist which indicate there may be incentives/pressures, opportunities or attitudes/rationalizations relating to misappropriation of assets?

\_\_\_\_\_ Yes (Document in Part IV)

\_\_\_\_\_ No

Comments:

--

DISTRICT Sample District

June 30, 2014

**AUDIT STRATEGY  
RISK ASSESSMENT**

QUESTION	YES	NO	N/A	REMARKS
<b><u>RISK FACTORS RELATING TO MISAPPROPRIATION OF ASSETS</u></b>				
A. Incentives/Pressures				
1. Are there any indications management or employees with access to cash or other assets susceptible to theft have personal financial obligations which may create pressure to misappropriate assets?				
2. Are there any conditions which may create adverse relationships between the District and employees with access to cash or other assets susceptible to theft, such as the following:				
a. Known or anticipated future employee layoffs?				
b. Recent or anticipated changes to employee compensation or benefit plans?				
c. Promotions, compensation, or other rewards inconsistent with expectations?				
B. Opportunities				
1. Does the District maintain or process large amounts of cash?				
2. Is the District's inventory easily susceptible to misappropriation (such as small size, high value, or high demand)?				
3. Does the District have assets which are easily convertible to cash (such as bearer bonds, etc.)?				
4. Does the District have capital assets which are easily susceptible to misappropriation (such as small size, portability, marketability, lack of ownership identification, etc.)?				
5. Is the District susceptible to fraudulent, unauthorized disbursements (such as vendor or payroll disbursements) being made in amounts which are material to the financial statements?				
6. Is there a lack of management oversight over assets susceptible to misappropriation?				
7. Does the District lack job applicant screening procedures when hiring employees with access to assets susceptible to misappropriation?				
8. Does the District have inadequate record keeping over assets susceptible to misappropriation?				
9. Is there a lack of appropriate segregation of duties which is not mitigated by other factors (such as management oversight)?				
10. Does the District lack an appropriate system for authorizing and approving transactions (for example, in purchasing or payroll disbursements)?				

**DISTRICT** Sample District**June 30, 2014****AUDIT STRATEGY**  
**RISK ASSESSMENT**

QUESTION	YES	NO	N/A	REMARKS
11. Are there poor physical safeguards over assets susceptible to misappropriation (for example, inventory not stored in a secured area, cash or investments kept in unlocked drawers, etc.)?				
12. Is there a lack of timely and appropriate documentation for transactions affecting assets susceptible to misappropriation?				
13. Is there a lack of mandatory vacations for employees in key control functions?				
14. Does management have an inadequate understanding of information technology which enables information technology employees to perpetrate a misappropriation?				
15. Are access controls over automated records inadequate (including controls over, and review of, computer system event logs)?				
C. Attitudes/Rationalizations				
1. Do employees who have access to assets susceptible to misappropriation show:				
a. Disregard for the need for monitoring or reducing risks related to misappropriation of assets?				
b. Disregard for internal control over misappropriation of assets by overriding existing controls?				
c. Disregard for internal control over misappropriation of assets by failing to correct known internal control deficiencies?				
2. Do employees who have access to assets susceptible to misappropriation exhibit behavior indicating displeasure or dissatisfaction with the District or its treatment of its employees?				
3. Have you observed any unusual or unexplained changes in behavior or lifestyle of employees who have access to assets susceptible to misappropriation?				

**DISTRICT** Sample District**June 30, 2014****AUDIT STRATEGY**  
**RISK ASSESSMENT**

Do conditions exist which indicate there may be incentives/pressures, opportunities or attitudes/rationalizations relating to misappropriation of assets?

\_\_\_\_\_ Yes (Document in Part IV)

\_\_\_\_\_ No

Comments:

--

List any additional fraud factors or conditions identified as being present. Additional factors may have been identified through inquiry of management in the entrance conference. Also, document any compensating controls.

--

If improper revenue recognition was not identified as a risk of material misstatement due to fraud, describe the reasons regarding how the presumption was overcome.

--

**DISTRICT** Sample District**June 30, 2014****AUDIT STRATEGY**  
**RISK ASSESSMENT****IV. RESPONSE TO RISKS**

The way the auditor responds to the risks identified during the risk assessment process depends on the nature and significance of the risks identified and on the District's programs and controls which address such risks. The auditor should take into account the various risk assessment procedures performed, including preliminary analytical procedures, brainstorming session, information obtained about the District and its environment, including internal controls, fraud risk considerations and any other sources providing information about relevant risks. For single audits, the auditor should consider the risk noncompliance may cause the financial statements to contain a material misstatement. Auditors respond to the results of the risk assessment in three ways: (1) an overall response as to how the audit is conducted, (2) specific responses involving modification of the nature, timing and extent of procedures to be performed and (3) responses to further address the fraud risk of management override of controls.

1. *Overall response to financial statement risks* – Describe overall risks at the financial statement level which may affect many assertions and the planned response to identified risks. Examples of overall risks include weaknesses in the control environment, changes in management, motivation by management to fraudulently misstate the financial statements, etc. Appropriate responses may include: (1) assignment of personnel and supervision, (2) scrutiny of management's selection and application of significant accounting principles and (3) including an element of unpredictability in audit procedures and tests.

2. *Specific responses to risks* – If any risks are considered significant, the risk and the auditor's response to the risk should be included in the risk assessment summary form. For less significant risks, describe your specific responses, if any, to identified risks, including modification of the nature, timing and extent of audit procedures.

DISTRICT Sample District

June 30, 2014

**AUDIT STRATEGY**  
**RISK ASSESSMENT**

3. *Response to address management override of controls* – Because management override of controls can occur in unpredictable ways, the risk of management override of controls is always an identified fraud risk and the auditor is required to perform certain specified procedures to respond to such risk. These procedures relate to (1) examining journal entries and other adjustments, (2) reviewing accounting estimates for biases and (3) evaluating the business rationale for significant unusual transactions.

See audit program step B in audit program section Trial Balance

See audit program steps S and U in audit program section Completion of Audit

Incharge	_____	Date	_____
Manager	_____	Date	_____
Independent	_____		
Reviewer	_____	Date	_____



**June 30, 2014**

[illegible]

## **AUDIT STRATEGY**

### **RISK ASSESSMENT SUMMARY**

[illegible]

**DISTRICT** Sample District**June 30, 2014****AUDIT STRATEGY**  
**RISK ASSESSMENT SUMMARY**

<b>ACCOUNT BALANCE/ CLASS OF TRANSACTION</b>	<b>IDENTIFIED RISKS and RELEVANT ASSERTION(S)</b>	<b>OPINION UNIT(S) APPLICABLE</b>	<b>RESPONSE TO RISK and AUDIT APPROACH</b>
<b>Statement of Net Position/ Balance Sheet</b>			
Cash			
Investments			
Taxes Receivable			
Accounts Receivable			
Deferred Outflows of Resources			
Prepaid Expense			
Inventories			
Capital Assets			
Accounts Payable			
Deferred Inflows of Resources			
Other Liabilities			
Compensated Absences			
Long Term Debt			

**DISTRICT** Sample District**June 30, 2014****AUDIT STRATEGY**  
**RISK ASSESSMENT SUMMARY**

<b>ACCOUNT BALANCE/ CLASS OF TRANSACTION</b>	<b>IDENTIFIED RISKS and RELEVANT ASSERTION(S)</b>	<b>OPINION UNIT(S) APPLICABLE</b>	<b>RESPONSE TO RISK and AUDIT APPROACH</b>
Other:			
<b>Statement of Activities/ Statement of Revenues, Expenditures and Changes in Fund Balances</b>			
Property Tax			
Revenue - Intergovernmental			
Revenue – Proprietary			
Other Revenue			
Expenditures			
Expenditures - Procurement/Credit Cards			
Payroll			
Transfers			
Depreciation			
Financial Reporting (Presentation and Disclosure)			
Other:			

**DISTRICT** Sample District**June 30, 2014****AUDIT STRATEGY**  
**RISK ASSESSMENT SUMMARY****ASSERTIONS:****Account Balances:**

E = Existence                      R = Rights and Obligations                      C = Completeness  
 V = Valuation and Allocation                      A = All Assertions

**Classes of Transactions:**

O = Occurrence                      C = Completeness                      AC = Accuracy  
 CO = Cut off                      CL = Classification                      A = All Assertions

**Presentation and Disclosure:**

O = Occurrence and Rights and Obligations                      C = Completeness  
 U = Classification and Understandability                      V = Accuracy and Valuation  
 A = All Assertions

**CR = Control Risk****RMM = Risk of Material Misstatement****TOC = Test of Controls DR = Detection Risk****Audit Risk is assessed at LOW for all account balances and classes of transactions****OPINION UNITS:****GA** Governmental Activities**BTA** Business Type Activities

Major Funds:

**G** General Fund

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**AR** Aggregate remaining funds**AD** Aggregate discretely presented component units**All** All Opinion Units

**DISTRICT** Sample District**June 30, 2014****AUDIT STRATEGY**  
**RISK ASSESSMENT SUMMARY****ASSERTION DEFINITIONS:****Account Balances:**

E = Existence – assets, liabilities and equity interests exist.

R = Rights and Obligations – the District holds or controls the rights to assets and liabilities are the obligations of the District.

C = Completeness – all assets, liabilities and equity interests which should have been recorded have been recorded.

V = Valuation and Allocation – assets, liabilities and equity interests have been included in the financial statements at appropriate amounts and any resulting valuation or allocation adjustments are appropriately recorded.

**Classes of Transactions:**

O = Occurrence – transactions and events which have been recorded occurred and pertain to the District.

C = Completeness – all transactions and events which should have been recorded have been recorded.

AC = Accuracy – amounts and other data relating to recorded transactions and events have been recorded appropriately.

CO = Cut off – transactions and events have been recorded in the correct accounting period.

CL = Classification – transactions and events have been recorded in the proper accounts.

**Presentation and Disclosure:**

O = Occurrence and Rights and Obligations – disclosed events and transactions occurred and pertain to the District.

C = Completeness – all disclosures which should have been included in the financial statements have been included.

U = Classification and Understandability – financial information is appropriately presented and described and disclosures are clearly expressed.

V = Accuracy and Valuation – financial and other information are disclosed fairly and at appropriate amounts.

**DISTRICT** Sample District**June 30, 2014****AUDIT STRATEGY**  
**RISK ASSESSMENT SUMMARY****INHERENT RISK FACTORS:**

1. Prior audit history indicates little or no adjustment required.
2. Prior audit history indicates significant adjustments.
3. Personnel recording transactions are competent and have been performing duties for several years.
4. New personnel/poorly trained personnel.
5. Transactions are relatively simple to record.
6. Transactions require significant calculations prior to recording.
7. Relatively few transactions.
8. Significant accounting estimates required.
9. Low susceptibility to misappropriation.
10. Highly susceptible to misappropriation.
11. Relatively immaterial.
12. Complexity of matters likely to result in misstatement.
13. Stable transaction activity.
14. High fluctuation in timing of activity.
15. Low potential for omitted activity.
16. High potential for omitted activity.
17. Prior audits included insignificant findings or no findings.
18. Prior audits included significant findings.

**COMBINED RISK ASSESSMENT AND ALLOWABLE DETECTION RISK:**

<u>INHERENT RISK</u>	<u>CONTROL RISK</u>			Combined risk of material misstatement (RMM)
	<u>MAXIMUM</u>	<u>MODERATE</u>	<u>LOW</u>	
HIGH	High	Moderate	Low	
MODERATE	Moderate	Low	Low	
LOW	Low	Low	Low	

<u>COMBINED RISK OF MATERIAL MISSTATEMENT (RMM)</u>	<u>ALLOWABLE DETECTION RISK</u>
HIGH	Low Moderate High
MODERATE	
LOW	

**ARE THERE ANY SIGNIFICANT DEFICIENCIES OR MATERIAL WEAKNESSES KNOWN AT THE TIME OF PLANNING WHICH MAY AFFECT THE PLANNED AUDIT APPROACH?      YES      NO**

**If Yes, document the account balance or class of transaction affected and explain**

---



---



---

**DISTRICT** Sample District**June 30, 2014****AUDIT STRATEGY**  
**RISK ASSESSMENT SUMMARY****Planning Approach:**

We have documented the material account balances and classes of transactions and identified significant risks, if any, at the relevant assertion level. We have determined and documented the risk of material misstatement, specific responses to the risks identified, an overall audit approach and have modified the audit program procedures accordingly.

**Significant Changes to Overall Audit Strategy:**

Document significant changes made during the audit to the overall audit strategy and reasons for such changes. These changes, if any, should be documented on the risk assessment summary or listed below:

**Completion - Overall Audit Strategy Conclusion:**

We have reviewed the audit procedures performed for each account balance and class of transaction and have determined these procedures agree with and satisfy the planned audit approach.

	Initials and Dates			
	Planning		Completion	
	Initials	Date	Initials	Date
Incharge				
Manager				
Independent				
Reviewer				



**DISTRICT** Sample District**June 30, 2014****AUDIT STRATEGY**  
**SINGLE AUDIT**

- 1) Determine Type A vs. Type B programs using the Program Identification form.
- 2) Determine the risk classification of Type A and primary Type B programs using the Risk Assessment form. The auditor is not required to perform a risk assessment of relatively small Type B programs.
- 3) Identify major programs and determine if the percentage of coverage rule has been met using the bottom of the Determination of Major Programs form.

Major programs must account for at least 50% of total federal awards expended unless the District is low-risk, in which case only 25% needs to be met.\* The District is considered low risk if, for each of the prior two years, all of the following conditions have been met:

- A Single Audit is performed on an annual basis.
- Unmodified opinions on the financial statements and the Schedule of Expenditures of Federal Awards were issued.\*\*
- No material weaknesses in internal control under the requirements of Government Auditing Standards (relating to the financial statements) were noted.\*\*
- No internal control deficiencies identified as material weaknesses were noted for all Type A programs.
- No material non-compliance was noted for all Type A programs.
- There were no known or likely questioned costs exceeding 5% of the program's expenditures for all Type A programs.
- The prior two years audits must have met the report submission requirements of OMB Circular A-133 (reports were submitted to the federal audit clearinghouse by March 31).

\*The District may have one or more non low-risk Type A *programs* and still qualify as a low-risk *entity*, as long as all Type A programs meet the criteria listed. However, all non low-risk Type A programs must be audited as major programs even if the 25% rule of coverage is met by only a portion of the non low-risk Type A programs.

\*\*However, a waiver which allows the District to be identified as low-risk may be provided by the cognizant or oversight agency if it judges an opinion modification or any identified material weaknesses does not affect the management of federal awards.

DISTRICT Sample District

June 30, 2014

**AUDIT STRATEGY**  
**SINGLE AUDIT****PROGRAM IDENTIFICATION**

For programs with ARRA funding and no separate CFDA #, list the ARRA portion on a separate line and add the prefix "ARRA - " to the program name.

					Type B	
Federal Program	CFDA #	Federal Awards Expended	% of Total Federal Awards Expended	Type A Program (X)	Primary Program (X)	Relatively Small Program (X)
<b>TOTAL</b>						

Determine the appropriate amounts to be used as program thresholds:

Type A programs equal the \$ \_\_\_\_\_ Primary Type B programs equal \$ \_\_\_\_\_  
 greater of \$300,000 or 3% of x 3% the greater of \$100,000 or .3% x .3%  
 total federal expenditures. \$ \_\_\_\_\_ of total federal expenditures. \$ \_\_\_\_\_

Relatively small Type B programs are less than the greater of \$100,000 or .3% of total federal expenditures.

NOTE: A Single Audit is not required if total federal expenditures are less than \$500,000.

**DISTRICT** Sample District**June 30, 2014****AUDIT STRATEGY  
TYPE A AND PRIMARY TYPE B PROGRAM RISK ASSESSMENT**

<b>Program Name:</b>						
<b>CFDA #</b>						
<b>Program Type:</b>	<b>A / B</b>	<b>A / B</b>	<b>A / B</b>	<b>A / B</b>	<b>A / B</b>	<b>A / B</b>
<b>Last FY Reviewed **</b>						

**Current and Prior Experience:**

Program was audited as a major program in one of the last two years. (1)

No significant deficiencies/material weaknesses or material instances of non-compliance were noted in the most recent audit period. (1)

Persons administering program are experienced and appear competent.

Monitoring of subrecipients is adequate.

Computer systems used for processing are established and adequate.

Prior audit findings have been corrected. (2)

Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
Y / N / NA	Y / N / NA	Y / N / NA	Y / N / NA	Y / N / NA	Y / N / NA	Y / N / NA
Y / N / NA	Y / N / NA	Y / N / NA	Y / N / NA	Y / N / NA	Y / N / NA	Y / N / NA
Y / N / NA	Y / N / NA	Y / N / NA	Y / N / NA	Y / N / NA	Y / N / NA	Y / N / NA
Y / N / NA	Y / N / NA	Y / N / NA	Y / N / NA	Y / N / NA	Y / N / NA	Y / N / NA
Y / N / NA	Y / N / NA	Y / N / NA	Y / N / NA	Y / N / NA	Y / N / NA	Y / N / NA

**Oversight (Federal and/or Pass-through entities):**

Recent monitoring reviews were performed and noted no significant problems.

OMB has not identified the program as a high risk or non-low-risk program in the Compliance Supplement.

Y / N / NA	Y / N / NA	Y / N / NA	Y / N / NA	Y / N / NA	Y / N / NA	Y / N / NA
Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N

**Inherent Risk:**

Nature of program is not complex.

There are no eligibility criteria or third party contracts.

There hasn't been significant changes in federal regulations or contract provisions.

Program has been on-going (not the first or last year of the program).

Program's preliminary Inherent Risk (High, Mod, Low)

Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N

**Internal Control Consideration:**

Assessed level of risk based on evaluation of internal controls for prior year.

(Max / Slt / Mod / Low)

--	--	--	--	--	--	--

**Overall Risk Analysis:**

<b>Low Risk (Type A or B Programs)</b>						
<b>Non-Low Risk (Type A Programs Only)</b>						
<b>High Risk (Type B Programs Only)</b>						

(1) - This criteria must be met in order to consider a Type A program low-risk.

(2) - Auditors should use their judgment. Audit findings from prior year do not preclude the program from being low risk.

\*\* - A-133 states in part, for a Type A program to be considered low-risk, it shall have been audited as a major program in at least one of the two most recent audit periods.

This ensures all Type A programs are tested as major at least once every three years.

Note: Except for known significant deficiencies or material weaknesses in internal control or compliance problems, a single criteria would seldom cause a Type B program to be considered high-risk.

DISTRICT Sample District

June 30, 2014

**AUDIT STRATEGY**  
**SINGLE AUDIT DETERMINATION OF MAJOR PROGRAMS**

In order to determine major programs, complete the following steps:

- Enter Type A programs and their risk analysis from the Risk Evaluation form. For non low-risk programs only, enter their percentage of total Federal expenditures (from the Program Identification form) in the far right column. If there are no low-risk Type A programs, then determine if total percentage of non low-risk Type A programs exceeds the percent of coverage rule. If it exceeds the minimum percentage required, the determination of major programs is complete.
- Enter the primary Type B programs and their risk analysis from the Risk Evaluation form. Select at least half of the Type B programs which were determined to be high risk (may be limited to the number of low risk Type A programs.) For each high-risk Type B program selected, enter its percentage of total federal expenditures (from the Program Identification form) in the far right column. When identifying which high-risk Type B programs to test as major, the auditor is encouraged to use an approach which provides an opportunity for different high-risk Type B programs to be audited as major over a period of time.
- Determine if the total percentages from these two steps exceed the percent of coverage rule. If it exceeds the minimum percentage required, then the determination of major programs is complete. If the minimum percentage is not met, include additional programs as necessary to meet the percentage of coverage rule.
- For each major program, document the inherent risk from the previous page. If a risk assessment was not required, determine the inherent risk based on the criteria from the previous page.

<b>A B</b>	<b>Federal Program</b>	<b>CFDA #</b>	<b>Non Low- Risk</b>	<b>Low- Risk</b>	<b>High- Risk</b>	<b>% of Total Expenditure s of Federal Awards</b>	<b>Major Program Inherent Risk</b>
	<b>TOTAL</b>						

50% Rule applicable ☐25% Rule applicable ☐

**June 30, 2014**

Identify applicable requirements and complete risk assessment for each major program.

### Compliance Requirement

Compliance Requirement	Mark if applicable	Identified Risks of Material Noncompliance	Inherent Risk		Control Risk Assessment	Combined Risk of Material Non-compliance	Response to Identified Risks
			Risk Factors	Assessment			
A. Activities allowed or unallowed							
B. Allowable costs/Cost principles							
C. Cash Management							
D. Davis-Bacon Act							
E. Eligibility							
F. Equipment and Real Property Management							
G. Matching, Level of Effort, Earmarking							
H. Period of Availability of Federal Funds							
I. Procurement and Suspension and Debarment							
J. Program Income							
K. Real Property Acquisition/Relocation Assistance							
L. Reporting							
M. Subrecipient Monitoring							
N. Special Tests and Provisions							

**DISTRICT** Sample District**June 30, 2014****AUDIT STRATEGY  
SINGLE AUDIT RISK ASSESSMENT****INHERENT RISK FACTORS:**

1. Little or no changes in the compliance requirements.
2. Compliance requirements added or significantly changed.
3. Program characteristics do not involve a high amount of risk.
4. Program characteristics involve risk such as a significant amount of contracting or use of subrecipients or OMB designated program as higher risk including programs with Recovery Act funds.
5. High level of independent review/oversight.
6. Little or no independent review/oversight.
7. Relatively simply compliance requirements.
8. Compliance requirements are complex such as calculations and eligibility determinations are complex, require a high degree of judgment or are difficult to audit.
9. Personnel are experienced and competent.
10. Personnel are inexperienced, poorly trained or lack competence.
11. Administration is centralized.
12. Decentralized administration with multiple locations or branches.
13. Prior audits included insignificant no compliance findings.
14. Prior audits included significant compliance findings.

The auditor should consider whether any risks identified are pervasive to the District's compliance because they may affect the District's compliance with many compliance requirements. If the auditor identifies risks of material noncompliance which are pervasive to the District's compliance, the auditor should develop an overall response to such risks. Examples of situations in which there may be risk of material noncompliance which is pervasive to the District's noncompliance are as follows:

- A District experiencing financial difficulty and for which there is an increased risk grant funds will be diverted for unauthorized purposes.
- A District with a history of poor recordkeeping for its government programs.

**COMBINED RISK ASSESSMENT:**

<u>INHERENT RISK</u>	<u>CONTROL RISK</u>			
	<u>MAXIMUM</u>	<u>MODERATE</u>	<u>LOW</u>	
HIGH	High	Moderate	Low	Combined risk of material Noncompliance
MODERATE	Moderate	Low	Low	
LOW	Low	Low	Low	

**DISTRICT** \_\_\_\_\_ **Sample District****June 30, 2014****NONAUDIT SERVICES**

**Objective:** To evaluate and document independence resulting from the performance of nonaudit services to be provided in accordance with the GAGAS Conceptual Framework for Independence.

**Nonaudit Services Performed:** Document each nonaudit service to be performed and, based on your understanding with the District, document whether the District agrees to perform the following functions for each nonaudit service.

Nonaudit service to be performed	Assumes all management responsibilities	Designate an individual who has suitable SKE to oversee the service	Evaluate the adequacy and results of the nonaudit service	Accepts responsibility for the results of the nonaudit service
Preparing financial statements and notes				
Preparing WTB's, including the entity-wide WTB				
Converting cash to accrual				
MD&A				
Schedule of Expenditures of Federal Awards				

Designated Individual: Briefly describe the individual or individuals designated to oversee each of the above nonaudit services, including their skills, knowledge and experience (SKE) to oversee the nonaudit services, and whether the individual is capable of reperforming the services:

Name and Title: \_\_\_\_\_

SKE: \_\_\_\_\_

\_\_\_\_\_

Are any of the above nonaudit services prohibited? Yes\_\_\_\_\_ No\_\_\_\_\_ (Note: If yes, independence is impaired and the nonaudit service and the audit cannot be performed.)

Do the above individuals possess the required SKE? Yes\_\_\_\_\_ No\_\_\_\_\_ (Note: If no, independence is impaired and the nonaudit service and the audit cannot be performed.)

Do threats to independence exist for any other nonaudit services? Yes\_\_\_\_\_ No\_\_\_\_\_

**DISTRICT \_\_\_\_\_ Sample District****June 30, 2014****NONAUDIT SERVICES**

If yes, list the nonaudit service and the threat:

Nonaudit Service	Identified Threat	Is the threat significant?

Possible threats are: Self-interest, self-review, bias, familiarity, undue influence, management participation and structural.

**Safeguards Applied****W/P Ref**Select from the following safeguards, as applicable, to reduce threats to an acceptable level:

- \_\_\_\_\_ Discuss the significance of threats to management participation or self-review with the engagement team and emphasize the risks associated with those threats. \_\_\_\_\_
- \_\_\_\_\_ Educate management about the nonaudit services performed by reviewing and explaining the reason and basis for all significant transactions, as well as authoritative standards. \_\_\_\_\_
- \_\_\_\_\_ The designated individual at the District will review and approve any proposed journal entries. \_\_\_\_\_
- \_\_\_\_\_ The designated individual at the District will compare fund balances reported in the draft financial statements to the District's records. \_\_\_\_\_
- \_\_\_\_\_ The designated individual at the District will complete the nonaudit services disclosure checklist. \_\_\_\_\_
- \_\_\_\_\_ The designated individual at the District will compare the financial statements and notes to financial statements to the AOS sample report. \_\_\_\_\_
- \_\_\_\_\_ We will obtain a secondary review of the nonaudit services by professional personnel who are not members of the audit engagement team (Independent Manager). \_\_\_\_\_
- \_\_\_\_\_ We will obtain secondary reviews of the nonaudit services by professional personnel not involved in planning or supervising the audit engagement. \_\_\_\_\_
- \_\_\_\_\_ We will consult an independent third party. \_\_\_\_\_
- \_\_\_\_\_ We will involve another audit organization to perform or reperform part of the audit. \_\_\_\_\_

Have the safeguards noted eliminated the threats identified above or reduced them to an acceptable level? Yes\_\_\_\_\_ No\_\_\_\_\_ (Note: If no, independence is impaired and the nonaudit service and the audit cannot be performed.)



**DISTRICT** \_\_\_\_\_ **Sample District****June 30, 2014****NONAUDIT SERVICES**

**CONCLUSION:** We have evaluated the nonaudit services to be provided to the District both individually and in the aggregate. We have determined the nonaudit services are not prohibited services and do not involve undertaking management responsibilities as described in Government Auditing Standards.

We have evaluated and documented all significant threats and applied safeguards to eliminate or reduce any significant threat(s) to an acceptable level. We have evaluated the SKE of the individual designated by the District to oversee the nonaudit services and determined they are suitable in the circumstances. We have documented and met the requirements for performing nonaudit services under paragraphs 3.37 and 3.39 of the 2011 Yellow Book.

Based on the foregoing, we may provide the nonaudit services described herein and remain independent with respect to the District.

Incharge \_\_\_\_\_

Date \_\_\_\_\_

Manager \_\_\_\_\_

Date \_\_\_\_\_

Independent  
Reviewer \_\_\_\_\_

Date \_\_\_\_\_

**DISTRICT** Sample District**June 30, 2014****PLANNING CONFERENCE**  
**ENTRANCE**IN ATTENDANCE:

<u>District</u>		<u>Auditor</u>	
Name	Title	Name	Title
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ItemsDiscussion

## A. Scope of Audit\*\*:

1. Period to be audited.
2. Basis of accounting.
3. Objectives of audit.
4. Engagement letter (if multi-year letter is used, auditor should annually remind management of the terms of the engagement).
5. Funds to be audited (including component units).
6. Federal programs.
7. Additional audit requirements.
8. Reports to be issued.
9. The audit will be conducted in accordance with U.S. generally accepted auditing standards, Chapter 11 of the Code of Iowa and Government Auditing Standards, issued by the Comptroller General of the United States.

## B. Timing of\*\*:

1. Fieldwork.
2. Release of report.

## C. Availability of records.

## D. Working space arrangements, if applicable.

## E. Extent of internal audit/other client assistance.

**DISTRICT Sample District****June 30, 2014****PLANNING CONFERENCE  
ENTRANCE**

- | <u>Items</u>  | <u>Discussion</u> |
|---|-------------------|
| F. Status of prior year's audit comments.   |                   |
| G. Personnel changes.   |                   |
| H. Accounting problems during the year.   |                   |
| I. Pending litigation.  |                   |
| J. Significant accounting policies.   |                   |
| K. Extent of computerized books and records.  |                   |
| L. Inquire of management about the existence of related party/business transactions, including changes from the prior year and the nature of the relationships.   |                   |
| M. Potential component units, including changes from the prior year and entities for which the District is acting as the fiscal agent.  |                   |
| N. 28E organizations in which the District is a participant.  |                   |
| O. If the District acts as fiscal agent for an Early Childhood Iowa Area Board (also known as an Empowerment Board), discuss the procedures required under Chapter 256I of the Code of Iowa.                                |                   |
| P. If the District has extended or received financial guarantees on obligations of other entities without receiving or paying equivalent value for the guarantee, discuss the obligation with District officials (GASB 70). |                   |
| Q. Understanding of fee and billing arrangements.   |                   |
| R. Additional items for audit planning:   |                   |
| 1. New capital projects or completion of projects from prior year.  |                   |
| 2. New grants or completion of grants from prior year.  |                   |
| 3. New or changes in revenue sources (new levy, changed fees, etc.)   |                   |

**DISTRICT Sample District****June 30, 2014****PLANNING CONFERENCE**  
**ENTRANCE**

- | <u>Items</u>  | <u>Discussion</u> |
|---|-------------------|
| 4. Debt issuances or refunding/retirement of debt.  |                   |
| 5. Significant changes in the District's budget from the prior year and/or significant amendments to the District's current year budget.  |                   |
| 6. Others.  |                   |
| S. GASB 43/45/57 – Inquire of management about the date of the most recent actuarial valuation or update to the valuation. A new valuation should be performed as required (based on total plan membership) or if significant changes have occurred since the most recent valuation that would affect the results of the valuation (changes in benefit provisions, size or composition of population covered, medical trend rates). |                   |
| T. GASB 34 – Inquire as to whether any funds have been identified as discretionary major funds.   |                   |
| U. Inquire of management about their understanding of the risk of material misstatement due to fraud and whether they have knowledge of fraud which has occurred.   |                   |
| V. Inquire of management about the existence of a program for preventing, deterring or detecting fraud. If a program exists, determine if fraud risk factors have been identified.  |                   |
| W. Inform management about the auditor's responsibilities to inquire of them and others about fraud risk factors relating to financial reporting and misappropriation of assets throughout the audit in accordance with AU 240.   |                   |
| X. Inquire of management about the existence of any known limitations on the audit.   |                   |
| Y. Discuss nonaudit services with those charged with governance or management, including:   |                   |
| 1. Independence issues.   |                   |
| 2. The nature of the audit and the nonaudit services provided.  |                   |

**DISTRICT Sample District****June 30, 2014****PLANNING CONFERENCE**  
**ENTRANCE**ItemsDiscussion

Z. Other discussion items.

AA. Discuss the following items with those charged with governance\*\*:

1. Are there any matters warranting particular attention during the audit or areas where additional procedures are requested?
2. Has there been any significant communications with regulators?
3. How does the District respond to changes in financial reporting standards and laws/regulations?
4. What actions have been taken to respond to prior audit comments?

Acknowledgement:

_____	_____
Board Member or Audit Committee	Date
_____	_____
Superintendent	Date
_____	_____
Business Manager	Date

\*\* These items are required to be communicated with those charged with governance, in addition to the items communicated in the audit engagement letter. If those charged with governance are not present at the entrance conference, ensure the required communications are discussed at a later date.

**DISTRICT** Sample District**June 30, 2014****PLANNING CONFERENCES**  
**MANAGER**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

ItemsDiscussion

- A. Last year's items for next year's audit.
- B. Significant findings from audit planning, including discussion/results of brainstorming session\*.
- C. Single Audit requirements, if applicable.
- D. Results of obtaining an understanding of internal controls.
- E. Nonaudit services to be performed and results of evaluation of threats to independence and effectiveness of safeguards\*.
- F. Significant audit program modifications.
- G. Risk assessment summary (RAS), including planned audit approach.
- H. Audit time budget:
  - 1. Staff scheduling.
  - 2. Release of report.
  - 3. Budget variances.
- I. Other.

Copy of planning conference and RAS summary provided to Deputy.

Deputy \_\_\_\_\_ Date \_\_\_\_\_

\* If not completed at the time of the initial Manager planning conference, document date of subsequent discussion.

## REVIEW OF MINUTES

[illegible]

**DISTRICT** Sample District**June 30, 2014****FINANCIAL STATEMENT ASSERTIONS****ASSERTION DEFINITIONS:****Account Balances:**

- (1) Existence – assets, liabilities and equity interests exist.
- (2) Rights and Obligations – the District holds or controls the rights to assets and liabilities are the obligations of the District.
- (3) Completeness – all assets, liabilities and equity interests which should have been recorded have been recorded.
- (4) Valuation and Allocation – assets, liabilities and equity interests have been included in the financial statements at appropriate amounts and any resulting valuation or allocation adjustments are appropriately recorded.

**Classes of Transactions:**

- (5) Occurrence – transactions and events which have been recorded occurred and pertain to the District.
- (6) Completeness – all transactions and events which should have been recorded have been recorded.
- (7) Accuracy – amounts and other data relating to recorded transactions and events have been recorded appropriately.
- (8) Cut off – transactions and events have been recorded in the correct accounting period.
- (9) Classification – transactions and events have been recorded in the proper accounts.

**Presentation and Disclosure:**

- (10) Occurrence and Rights and Obligations – disclosed events and transactions occurred and pertain to the District.
- (11) Completeness – all disclosures which should have been included in the financial statements have been included.
- (12) Classification and Understandability – financial information is appropriately presented and described and disclosures are clearly expressed.
- (13) Accuracy and Valuation – financial and other information are disclosed fairly and at appropriate amounts.



**DISTRICT** Sample District**June 30, 2014****TRIAL BALANCE**

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<b>Audit Objective and Related Assertion:</b>					
<b>A. Provide a document which links the report or financial statements to supporting workpapers. (12)</b>					
<b>Audit Procedures:</b>					
A. Obtain and verify or prepare working trial balances by fund type, fund, function and objective class as needed. If prepared by auditor, determine independence will not be impaired.	A				
1. A separate trial balance should be prepared for each fund.					
2. Account classifications should be minimized and consistent with the GASB Codification and/or the sample report.					
3. Foot the working trial balances to verify their accuracy, if applicable.					
4. Document the source of the information for the beginning balance amounts.					
B. Record, as necessary, accrual activity and adjusting journal entries.	A				
1. The adjusting journal entries should be consolidated on a separate page, numbered, briefly explained or described and referenced to supporting workpapers.					
2. Obtain and document District approval and concurrence for adjusting journal entries.					
3. Reconcile reversing journal entries with prior year report.					
C. Record reclassifications as necessary.	A				
1. The reclassification entries should be consolidated on a separate page, lettered, briefly explained or described and referenced to supporting workpapers if possible.					
2. Determine amounts due to/from Agency Funds are eliminated and recorded as cash adjustments.					
3. Inform the District of all reclassifications which they should be cognizant of and receive their concurrence.					
D. Prepare closing entries for each fund, if applicable.	A				
E. Reference the amounts to supporting workpapers. The adjusted trial balance amounts should be referenced to supporting working papers.	A				
F. For each proprietary fund, prepare a cashflow worksheet. The worksheet should reconcile the changes in assets, liabilities and fund equity and the operating statement activity to the cash flows for each fund. Amounts on the cashflow worksheets should be referenced to supporting workpapers.					

**June 30, 2014**

### TRIAL BALANCE

[illegible]

**DISTRICT** Sample District**June 30, 2014****CASH**

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<b>Audit Objectives and Related Assertions:</b> <b>A. Cash on the combined balance sheets is on hand, in transit or on deposit with third parties (depositories) in the name of the District. (1,2)</b> <b>B. All cash of the District is included in the combined balance sheet. (3)</b> <b>C. Cash balances reflect a proper cut-off of receipts and disbursements, and are stated at the correct amounts. (4)</b> <b>D. Cash balances are presented properly by fund type, restricted cash is presented separately by fund type, and related disclosures are adequate. (10,11,12,13)</b> <b>Audit Procedures:</b> <b>A. Cash on Hand</b> 1. Determine locations, custodians and amounts of all cash funds and select funds to be counted. (Coordinate with examination of investments on hand, in separate audit program section.) 2. For funds selected, count and list all cash and cash items. Obtain custodian's signature for return of cash. 3. Reconcile to established balance. 4. Determine and document reason for any unusual items such as employee and officials checks. 5. Ascertain reason for checks not deposited immediately. 6. Determine all checks were properly endorsed. 7. Determine frequency of petty cash replenishment. 8. Determine petty cash payments are reasonable and authorized. <b>B. Undeposited Receipts</b> 1. Determine whether prenumbered receipts were made immediately for all undeposited receipts at the end of the year and the subsequent deposit agrees with books and bank. 2. Obtain explanations for variances and document findings/conclusions. <b>C. Cash In Bank</b> 1. Confirm ending bank balances and authorized check signers. 2. Ascertain and document confirmed, authorized check signers are current employees who should sign checks.					
	A,B,C				
	A,C				
	A,B,C				

**CASH**

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
3. If appropriate, request a cut-off bank statement and related paid checks directly from the bank for ____ days following year-end.  4. If cut-off bank statements were not received, obtain bank statement and paid checks for the month immediately following year-end and perform these procedures: a. Scrutinize bank statement for erasures and prove mathematical accuracy of statement (withdrawals equal opening balance plus deposits minus closing balance.) b. Ascertain the total of paid checks and debit memos equal total withdrawals per bank statements. c. Examine the paid date of each check to ascertain the check was paid by the bank during the period covered by the bank statement. d. Ascertain the opening balance equals the closing balance from the previous bank statement.	C				
5. Obtain or prepare bank reconciliations for bank accounts as of year-end. a. If prepared by District, foot bank reconciliation. b. Reconcile bank balances with book balances. c. Obtain or prepare a list of outstanding checks at the end of the period under audit. Include check number, amount and date written for each listed check. d. Verify, on a test basis, listed outstanding checks cleared the bank after June 30. e. For outstanding checks over \$_____ which did not clear the bank by July 31st, examine supporting documentation and list payee. Ascertain and document subsequent disposition. f. Determine whether District is writing and holding checks at June 30. Comment accordingly. 1) Determine whether amount is material. 2) Obtain District's concurrence to adjust or determine if opinion should be modified. g. Trace all deposits in transit to subsequent bank statement and document the date deposited per books and per bank. h. Identify, document and determine the propriety of other reconciling items.	A,B,C				

**DISTRICT** Sample District**June 30, 2014****CASH**

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<p>6. Trace transfers between banks, including money market accounts, for five days on both sides of statement date:</p> <p>a. Prepare a schedule detailing each transfer check, recording the amount, check number, date disbursed per books and per bank, date received (deposited) per books and per bank.</p> <p>b. Review the schedule to determine the receipt (deposit) and disbursement side of each transfer are recorded in the proper period.</p> <p>7. Determine extent of use of electronic fund transfers. Perform procedures as necessary.</p> <p>8. Stamped warrants.</p> <p>a. Determine stamped warrants were included as program disbursements/expenditures at the time of issuance rather than at the time of redemption.</p> <p>D. Determine if the risk of material misstatement due to fraud or error has changed based on results of substantive tests performed. If so, perform appropriate procedures.</p> <p>E. Determine whether cash balances are properly classified and related disclosures are adequate.</p> <p><u>ALTERNATE/ADDITIONAL PROCEDURES:</u></p> <p><u>CONCLUSION:</u></p> <p>We have performed procedures sufficient to achieve the audit objectives for cash and the results of these procedures are adequately documented in the accompanying workpapers.</p>	<p>C</p> <p>D</p>				
<p>Incharge _____ Date _____</p> <p>Manager _____ Date _____</p> <p>Independent _____</p> <p>Reviewer _____ Date _____</p>					

**DISTRICT** Sample District**June 30, 2014****INVESTMENTS**

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<b>Audit Objectives and Related Assertions:</b>					
<b>A. Investment balances are evidenced by securities or other appropriate legal documents either physically on hand or held in safekeeping by others and include all the District's investments. (1,2,3)</b>					
<b>B. Investment values, income, gains or losses are stated correctly and allocated properly to funds. (4,7,9)</b>					
<b>C. Investments are properly described and classified in the financial statements and related disclosures, including restrictions and commitments, are adequate. (10,11,12,13).</b>					
<b>Audit Procedures:</b>					
A. Obtain or prepare a schedule of all investment transactions for the year including investments owned as of year-end. For U.S. government securities, the schedule should list the par value of the security in addition to its cost.					
1. Test mathematical accuracy and trace balances to the year-end bank reconciliation and trial balance.	A,B				
2. Determine all investments were recorded.	A				
3. On a test basis, trace collections from sale of investments to deposit or to rollover investment.	A				
4. Examine investments on hand and trace to investment records.	A,B				
5. If the District has investments in government securities, sight actual investment certificate if held by the District, or confirm ownership with outside safekeeping agent.	A				
6. For investments held by the District at the end of the year not able to be inspected because they were sold prior to our audit, vouch sale of investments to supporting documents and trace proceeds to bank deposit. Examination of safekeeping receipts is not sufficient.	A				
B. Confirm investments at the end of the year.	A,B				
C. Deferred compensation plans must comply with IRC Section 457 plans. Determine if a fiduciary relationship exists between the District and the deferred compensation plan. (A fiduciary relationship exists if there is a formal trust agreement between the District and the Section 457 plan, the District offers investment advice or the District is involved in the administration of the plan.)	A,B				
1. If a fiduciary relationship exists, the deferred compensation plan assets should be recorded as a Pension Trust Fund, in accordance with GASB 32.					
2. Confirm material deferred compensation plan assets at the end of the year.					

**DISTRICT** Sample District**June 30, 2014****INVESTMENTS**

<b>PROCEDURE</b>	<b>OBJ.</b>	<b>DONE BY</b>	<b>W/P REF</b>	<b>N/A</b>	<b>REMARKS</b>
3. If no fiduciary relationship exists, no disclosure is necessary.					
D. Related Income	B				
1. Recalculate interest on a test basis.					
2. Compute interest receivable at June 30.					
3. Determine all June 30 unrecorded interest has been recorded to the credit of the appropriate fund.					
E. Determine the propriety of any investments pledged as debt collateral or otherwise restricted.	C				
F. Determine investments are reported at fair value in accordance with GASB 31. The change in fair value is recorded as net increase (decrease) in the fair value of investments.	B				
1. When an active market does not exist for investments, determine the method of estimating fair value and evaluate the propriety of fair value measurements in accordance with AU 540 (Characteristics of an inactive market include few transactions, prices are not current, price quotations vary substantially or little information is released publicly).					
G. Determine land or other real estate held as investments by endowments are reported at fair value in accordance with GASB 52 and include the disclosure provisions of GASB 31.	B,C				
H. Document investment information for footnote disclosure in accordance with GASB 40 as follows:	C				
1. Investments on hand at June 30 should be listed by type and include maturities.					
2. Include the appropriate disclosures for the applicable risks:					
a. Credit risk.					
b. Custodial credit risk.					
c. Concentration of credit risk.					
d. Interest rate risk.					
e. Foreign currency risk.					
I. If the District has stock:	A,B				
1. Determine whether the District bought or was given the stock.					
2. If the stock was acquired through gift, determine the terms and conditions of the gift.					
3. Include pertinent documentation in the permanent file.					

**June 30, 2014**

## INVESTMENTS

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
J. If the District has transferred financial assets or entered into a servicing contract for assets or liabilities, determine the appropriate disclosures and assets or liabilities are recorded in accordance with GASB 48.	C				
K. If the District participates in security lending transactions, determine the transactions are properly reported and the appropriate disclosures are made in accordance with GASB 28.	C				
L. Determine if the risk of material misstatement due to fraud or error has changed based on results of substantive tests performed. If so, perform appropriate procedures.					
M. Determine whether investments are properly classified and related disclosures are adequate.	C				
<u>ALTERNATE/ADDITIONAL PROCEDURES:</u>					
<u>CONCLUSION:</u> We have performed procedures sufficient to achieve the audit objectives for investments and the results of these procedures are adequately documented in the accompanying workpapers.					
Incharge Manager _____ Date _____ Independent Reviewer _____ Date _____					



DISTRICT Sample District

June 30, 2014

**RECEIVABLES/DEFERRED OUTFLOWS**

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<b>Audit Objectives and Related Assertions:</b> <b>A. Accounts receivable are valid and have been billed in the proper amounts for services rendered. (1,2,4)</b> <b>B. Accounts receivable include all amounts still owed for activities through the end of the period. (3)</b> <b>C. An adequate allowance for uncollectible accounts has been established and revenue, accounts receivable and related disclosures are adequate and properly presented in the financial statements. (4,10,11,12,13)</b> <b>D. Deferred outflows of resources are properly recorded and supported. (2,4,10,11,12,13)</b> <b>Audit Procedures:</b> A. Obtain or prepare a schedule of receivables. 1. The schedule should include: a. Local tax receivable. b. Accounts receivable. c. Amounts due from other funds. d. Accrued interest. e. Amounts due from other governments, including: 1) Tuition and transportation. 2) Foundation aid - District's share. 3) Title I. 4) Vocational education aid. 5) State and federal aid lunch claims. 6) Other (list):   <					

**DISTRICT** Sample District**June 30, 2014****RECEIVABLES/DEFERRED OUTFLOWS**

<b>PROCEDURE</b>	<b>OBJ.</b>	<b>DONE BY</b>	<b>W/P REF</b>	<b>N/A</b>	<b>REMARKS</b>
2. Trace receivables to subsequent receipt and deposit.					
C. Test for deposits made in the next year to determine if amounts should have been recorded as a receivable in the current year.	B				
D. Determine interfund receivables and payables reconcile and trace to approvals.	A,B				
E. Determine the necessity for or adequacy of the allowance for doubtful accounts.					
F. Determine if deferred outflows of resources meeting the definition of GASB 65 have been recorded:	D				
1. Review the amount(s) recorded for reasonableness.					
2. Trace the amount(s) to supporting documentation.					
G. Determine if the risk of material misstatement due to fraud or error has changed based on results of substantive tests performed. If so, perform appropriate procedures.					
H. Determine whether receivables/deferred outflows of resources are properly classified and disclosures are adequate.	C				
<u>ALTERNATE/ADDITIONAL PROCEDURES:</u>					
<u>CONCLUSION:</u>					
We have performed procedures sufficient to achieve the audit objectives for receivables/deferred outflows of resources and the results of these procedures are adequately documented in the accompanying workpapers.					
Incharge		Date			
Manager		Date			
Independent					
Reviewer		Date			

**June 30, 2014**

## PREPAID EXPENSES

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<b>Audit Objectives and Related Assertions:</b>					
<b>A. Prepaid expenses are properly recorded and represent a complete listing of material costs which are allocable to future periods and are properly amortized on a basis consistent with the basis used in prior periods. (1,2,3,4)</b>					
<b>B. Prepaid expenses are properly described and classified and related disclosures are adequate. (10,11,12,13)</b>					
<b>Audit Procedures:</b>					
A. Obtain or prepare a schedule of material prepaid expenses.	A				
B. Examine supporting documentation and verify the reasonableness of computed prepaid amounts.	A				
C. Determine if the risk of material misstatement due to fraud or error has changed based on results of substantive tests performed. If so, perform appropriate procedures.					
D. Determine whether prepaid expenses are properly classified and disclosures are adequate.	B				
<u>ALTERNATE/ADDITIONAL PROCEDURES:</u>					
<u>CONCLUSION:</u>					
We have performed procedures sufficient to achieve the audit objectives for prepaid expenses and the results of these procedures are adequately documented in the accompanying workpapers.					
Incharge _____ Date _____ Manager _____ Date _____ Independent Reviewer _____ Date _____					

**DISTRICT** Sample District**June 30, 2014****INVENTORY**

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<b>Audit Objectives and Related Assertions:</b>					
<b>A. Inventory recorded represents a complete listing of materials and supplies owned by the District and such assets are physically on hand. (1,2,3)</b>					
<b>B. Inventory listings are accurately priced, extended, footed and summarized and the totals are properly reflected in the accounts. (4)</b>					
<b>C. Inventory is properly classified by fund type in the financial statements and disclosure is made of related equity reserve, if appropriate. (10,11,12,13)</b>					
<b>Audit Procedures:</b>					
A. Inventory Observation	A				
1. Test count a selection of items. Count items of larger dollar and quantity amounts.					
2. Trace amounts of inventory per listing to amounts on hand.					
3. Trace amounts of inventory on hand to amounts on listing.					
4. Obtain cut-off information.					
5. Document reason(s) inventories were not observed.					
B. Obtain a final inventory listing at June 30 and trace auditor's counts into this listing.	A,B				
1. Foot listing and test extensions of selected items for mathematical accuracy.					
2. Review list for reasonableness.					
3. Evaluate cut-off procedures.					
C. Price Tests	B				
1. Determine inventory valuation method.					
2. Make a list of inventory items to be price tested and request District to locate invoices.					
3. Verify unit costs of inventory items selected.					
4. If applicable, trace to perpetual records.					
D. Determine if the risk of material misstatement due to fraud or error has changed based on results of substantive tests performed. If so, perform appropriate procedures.					
E. Determine whether inventories are properly classified and disclosures are adequate.	C				

**June 30, 2014**

## INVENTORY

<b>PROCEDURE</b>	<b>OBJ.</b>	<b>DONE BY</b>	<b>W/P REF</b>	<b>N/A</b>	<b>REMARKS</b>
<u>ALTERNATE/ADDITIONAL PROCEDURES:</u>					
<u>CONCLUSION:</u>					
We have performed procedures sufficient to achieve the audit objectives for inventory and the results of these procedures are adequately documented in the accompanying workpapers.					
Incharge _____ Date _____ Manager _____ Date _____ Independent Reviewer _____ Date _____					

**DISTRICT** Sample District**June 30, 2014****CAPITAL ASSETS**

<b>PROCEDURE</b>	<b>OBJ.</b>	<b>DONE BY</b>	<b>W/P REF</b>	<b>N/A</b>	<b>REMARKS</b>
<b>Audit Objectives and Related Assertions:</b>  <b>A. Capital assets represent a complete and valid listing of the capitalizable cost of assets purchased, constructed, or leased by the District and the capital assets are physically on hand. (1,2,3,4)</b> <b>B. "Additions" or capital expenditures represent a complete and valid listing of the capitalizable cost of the property and equipment acquired during the period. (1,2,3,4)</b> <b>C. "Deletions" of capitalized costs and, if applicable, related depreciation/amortization associated with all sold, abandoned, damaged, or obsolete capital assets have been removed from the accounts. (1,2,3,4)</b> <b>D. Depreciation/amortization and the related allowance account, if applicable, has been computed on an acceptable basis consistent with the basis used in the prior year. (4,7)</b> <b>E. Capital expenditures and capital assets are properly classified by fund or type of activity in the financial statements and related disclosures are adequate. (10,11,12,13)</b> <b>Audit Procedures:</b> <b>A. Obtain a reconciliation of capital asset activity for the year.</b> <b>B. Document the capitalization policy for each class of asset.</b> <b>C. Trace a selection of additions to the list of assets.</b> <ol style="list-style-type: none"> <li>1. Determine major additions were authorized by the Board.</li> <li>2. Determine classification as an asset, rather than repair and maintenance expense, is consistent with District policy.</li> <li>3. Observe existence of the capital asset addition.</li> <li>4. If capital asset additions were not included in the expenditure test population, for each tested addition examine invoices and other supporting documentation.</li> <li>5. For reporting: <ol style="list-style-type: none"> <li>a. Obtain the District's reconciliation of additions to the related expenditures.</li> <li>b. Determine the amount of revenue to be recorded as contributions from other governments for the addition of capital assets acquired through expenditures made by other governments.</li> <li>c. Analyze the capital projects expenditures to determine completeness of capital asset additions and discuss with District management whether uncapitalized expenditures should be reclassified to repair and maintenance.</li> </ol> </li> </ol>	B				

**DISTRICT** Sample District**June 30, 2014****CAPITAL ASSETS**

<b>PROCEDURE</b>	<b>OBJ.</b>	<b>DONE BY</b>	<b>W/P REF</b>	<b>N/A</b>	<b>REMARKS</b>
d. For construction in progress, determine and document the status at year-end.					
D. Deletions:	C				
1. Trace to supporting documentation.					
2. Trace to authorization.					
3. Trace proceeds to cash receipts journal.					
4. Determine the gain/loss on disposal of capital assets.					
E. Trace a selection of capital assets to physical existence.	A				
1. Select items to trace from the listing to the actual asset.					
2. Select items to trace from the actual asset to the listing.					
F. Foot additions, deletions and capital asset listing.	A,B,C, D				
G. Depreciation/amortization:	D				
1. Document depreciation/amortization policy and useful lives used by each class of asset.					
2. Determine if depreciation/amortization methods and useful lives are consistently applied.					
3. Verify mathematical accuracy.					
4. Test computation of depreciation/amortization expense and extension of accumulated depreciation/amortization.					
5. Evaluate whether the remaining useful lives of assets are reasonable based on normal operations.					
H. Determine the District recorded intangible assets in accordance with GASB 51. Examples of intangible assets include: computer software, easements, land use rights, patents, trademarks and copyrights.	A,B,C, D,E				
1. For internally generated intangible assets, determine only outlays related to the development of the asset incurred <u>subsequent</u> to meeting <u>all</u> of the following criteria were capitalized:					
a. Determination of the specific objective of the project and nature of the service capacity expected.					
b. Demonstration of technical or technological feasibility for completing the project.					
c. Demonstration of the current intention, ability and presence of effort to complete or continue development of the asset.					
(Outlays incurred prior to meeting the above criteria should be expensed as incurred.)					
2. For internally generated computer software, determine outlays are expensed or capitalized based on the nature of the activity:					

**DISTRICT** Sample District**June 30, 2014****CAPITAL ASSETS**

<b>PROCEDURE</b>	<b>OBJ.</b>	<b>DONE BY</b>	<b>W/P REF</b>	<b>N/A</b>	<b>REMARKS</b>
<ul style="list-style-type: none"> <li>a. Preliminary project stage are expensed.</li> <li>b. Application and development stage are capitalized but cease no later than when the computer software is complete and operational.</li> <li>c. Post implementation/operation stage are expensed.</li> </ul>					
<ul style="list-style-type: none"> <li>3. Analyze useful lives of intangible assets and test the amount of amortization applied to the assets. <ul style="list-style-type: none"> <li>a. Verify the useful life does not exceed contractual or legal provisions of the intangible asset.</li> <li>b. Determine intangible assets with indefinite useful lives were not amortized.</li> </ul> </li> </ul>					
I. Determine the District has complied with GASB 60 for any service concession arrangements.					
J. Analyze equipment leases to determine if they meet the criteria in GASB Codification, Section L20.	A				
K. If an impairment of capital assets exists under GASB 42 criteria:	C,E				
<ul style="list-style-type: none"> <li>1. Determine appropriate adjustments were made to the asset valuation.</li> <li>2. Determine required disclosures were included for capital asset impairments.</li> <li>3. Determine insurance recoveries on impaired assets were properly recorded.</li> </ul>					
L. Determine if the risk of material misstatement due to fraud or error has changed based on results of substantive tests performed. If so, perform appropriate procedures.					
M. Determine whether capital assets are properly classified and disclosures are adequate.	E				



## **CAPITAL ASSETS**

<b>PROCEDURE</b>	<b>OBJ.</b>	<b>DONE BY</b>	<b>W/P REF</b>	<b>N/A</b>	<b>REMARKS</b>
<u>ALTERNATE/ADDITIONAL PROCEDURES:</u>					
<u>CONCLUSION:</u>					
We have performed procedures sufficient to achieve the audit objectives for capital assets and the results of these procedures are adequately documented in the accompanying workpapers.					
<div style="display: flex; justify-content: space-between;"> <div>Incharge Manager _____</div> <div>Date _____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Independent Reviewer _____</div> <div>Date _____</div> </div>					

**DISTRICT** Sample District**June 30, 2014****CURRENT LIABILITIES/DEFERRED INFLOWS**

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<b>Audit Objectives and Related Assertions:</b>					
<b>A. Liabilities/deferred inflows of resources at the balance sheet date are properly supported. (1)</b>					
<b>B. Liabilities/deferred inflows of resources are properly authorized, represent the correct amounts of currently payable items in the proper period and reflect all outstanding obligations. (2,3,4)</b>					
<b>C. Liabilities/deferred inflows of resources are properly recorded, classified and disclosures are adequate. (10,11,12,13)</b>					
<b>Audit Procedures:</b>					
A. Current liabilities					
1. Obtain or prepare schedules of payables and identify amounts as follows:					
a. Accounts payable.					
b. Accrued payroll.					
c. Accrued payroll taxes.					
d. Due to other funds.					
e. Due to other governments.					
f. Contracts payable, including retainage, if applicable.					
g. Anticipatory warrants.					
h. ISCAP warrants payable.					
i. ISCAP accrued interest payable.					
j. Tuition/transportation payable.					
k. Matured portion of accrued compensated absences for governmental funds.					
l. Early retirement (current portion).					
m. Estimated losses from loss contingencies, including incurred but not reported claims relating to self insurance funds.					
n. Matured portion of termination benefits for governmental funds.					
o. Other (list):					
_____					
_____					
2. Foot listings for accuracy.	B				
3. Test the accuracy and classification of recorded liabilities by examining supporting documentation.	A,B,C				
B. Determine if deferred inflows of resources meeting the definition of GASB 65 have been recorded:	A,B,C				
1. Review the amount(s) recorded for reasonableness.					
2. Trace the amount(s) to supporting documentation.					

**DISTRICT** Sample District**June 30, 2014****CURRENT LIABILITIES/DEFERRED INFLOWS**

<b>PROCEDURE</b>	<b>OBJ.</b>	<b>DONE BY</b>	<b>W/P REF</b>	<b>N/A</b>	<b>REMARKS</b>
C. Determine if advances (grant/other funds which have been received but not spent in the current period) from grantors/others meeting the definition of GASB 65 have been recorded: 1. Review the amount(s) recorded for reasonableness. 2. Trace the amount(s) to supporting documentation.	A,B				
D. Anticipatory Warrants 1. Obtain or prepare a schedule of obligations outstanding at year-end and reconcile to obligations outstanding at the beginning of the year, obligations issued during the year and obligations redeemed during the year. 2. Confirm end of year balances of anticipatory warrants. 3. Trace receipts of such obligations into the cash receipts journal and bank statements. 4. If proceeds are not recorded in cash receipts journal, trace to subsidiary ledger and prepare recommended adjustment to properly record. 5. Obtain information on interest paid during the year and payment date and recompute interest paid on a test basis. 6. Determine anticipatory warrants redeemed were recorded as disbursement at the time of redemption. 7. Anticipatory warrants issued and redeemed during the year should be included as other financing sources and uses, respectively. 8. Include the amount outstanding at June 30 on the balance sheet/statement of net position as anticipatory warrants payable.	A,B  A,B  B				
E. Determine the Iowa School Cash Anticipation Program (ISCAP) activity has been properly recorded, including: 1. Advances received and repaid on the line of credit and outstanding balances. 2. ISCAP accrued interest payable. 3. ISCAP activity should be confirmed with the appropriate financial institution.	A,B				
F. Perform a search for unrecorded liabilities, including the following, and schedule findings to show the effect of the potential adjustment on operations or financial position: 1. Examine files of receiving reports unmatched with vendors' invoices, searching for significant items received on or before the balance sheet date. 2. Inspect files of unprocessed invoices and vendors' statements for unrecorded liabilities.	B				

**DISTRICT** Sample District**June 30, 2014****CURRENT LIABILITIES/DEFERRED INFLOWS**

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
3. Review the cash disbursements/expenditures journal for disbursements/expenditures after the balance sheet date; obtain and examine supporting detail for each disbursement/expenditures of \$_____ and over and determine accounts payable as of the balance sheet date were properly recorded.  4. Inquire of responsible District staff about their knowledge of additional sources of unprocessed invoices, unrecorded commitments, or contingent liabilities. Indicate who responded to our inquiry in the remarks columns.  G. Determine if the risk of material misstatement due to fraud or error has changed based on results of substantive tests performed. If so, perform appropriate procedures.  H. Determine whether current liabilities/deferred inflows of resources are properly classified and disclosures are adequate.	C				
<u>ALTERNATE/ADDITIONAL PROCEDURES:</u>					
<u>CONCLUSION:</u>					
We have performed procedures sufficient to achieve the audit objectives for current liabilities/deferred inflows of resources and the results of these procedures are adequately documented in the accompanying workpapers.					
Incharge		Date			
Manager		Date			
Independent					
Reviewer		Date			

DISTRICT Sample District

June 30, 2014

**LONG-TERM LIABILITIES/DEBT**

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<b>Audit Objectives and Related Assertions:</b>					
<b>A. Debt is authorized, supported and represents a District obligation. (1,2)</b>					
<b>B. All indebtedness of the District is identified, recorded and disclosed. (3,11)</b>					
<b>C. Debt is recorded in the proper fund and/or governmental or business type activities at the proper amount. (4)</b>					
<b>D. Related disbursements or expenditures (including principal and interest payable) and debt proceeds are properly recorded and classified. (4,5,6,7,8,9)</b>					
<b>E. Debt and related restrictions, guarantees and commitments are properly presented in the financial statements and the related disclosures are adequate. (10,11,12,13)</b>					
<b>Audit Procedures:</b>					
A. Obtain or prepare a schedule of long-term liabilities.	A,B				
1. The schedule should include the following:					
a. General obligation bonds.					
b. Lease-purchase agreements/capital leases.					
c. Installment purchase contracts.					
d. Judgments and claims.					
e. Compensated absences:					
1) Portion due within one year.					
2) Portion due after one year.					
f. Termination benefits.					
g. OPEB.					
h. Nonexchange financial guarantees.					
i. Other (list):					
_____					
_____					
_____					
_____					
_____					
2. Determine the reasonableness of the amounts recorded.	C				
B. General Obligation and Revenue Bonds/Notes	A,E				
1. Determine copies of bond or note provisions (ordinances or resolutions), including refunding bond/note issues and escrow agreements for note disclosure, sales agreements, and/or contracts are included in the permanent file.					

**DISTRICT** Sample District**June 30, 2014****LONG-TERM LIABILITIES/DEBT**

<b>PROCEDURE</b>	<b>OBJ.</b>	<b>DONE BY</b>	<b>W/P REF</b>	<b>N/A</b>	<b>REMARKS</b>
2. Review bond or note provisions for compliance with restrictive and reporting requirements and test adequacy of required account balances and document findings. Document and include any non-compliance in the notes to financial statements and audit report comments.	E				
3. For revenue bonds and notes, include the required disclosures about specific revenues pledged as required by GASB 48, including:	E				
a. Identification of the specific revenue and amount pledged.					
b. Purpose of the debt secured by the pledged revenue.					
c. The term of the commitment.					
d. The percentage of the pledged amount to the total for the specific revenue.					
e. A comparison of the pledged revenues recognized during the period to the principal and interest requirements for the debt collateralized by those revenues.					
4. Determine and document whether a bond or note register is maintained and kept current.					
5. Obtain or prepare a summary of bond or note indebtedness activity for the year by bond or note issue.					
6. On a test basis, trace paid bonds/notes and coupons to the bond/note register and determine if they have been properly canceled.					
7. Reconcile bonds or notes redeemed and bond or note interest paid to general ledger.	D				
8. Summarize bonds/notes and interest due but not paid at year-end.					
9. Confirm bond/note activity for registered bonds/notes if District has designated an outside registrar or paying agent.	A,B,C				
10. On a test basis trace bond/note and interest payments to canceled checks. Determine the payee agrees with bond/note and interest records for registered bonds/notes.	D				
11. Test interest expense for reasonableness and for the possibility of unrecorded debt.	B				
C. Capital Leases and Installment Purchases					
1. Review lease and installment purchase agreements.	A				
2. Identify capital versus operating leases according to the criteria in GASB Codification, Section L20.	E				

**DISTRICT** Sample District**June 30, 2014****LONG-TERM LIABILITIES/DEBT**

<b>PROCEDURE</b>	<b>OBJ.</b>	<b>DONE BY</b>	<b>W/P REF</b>	<b>N/A</b>	<b>REMARKS</b>
3. Obtain or prepare summary of payments for operating and capital leases and installment purchase agreements for the next five years and thereafter.	E				
4. Determine the initial proceeds were properly recorded as another financing source and a disbursement was recorded in the proper expenditure account.	D				
5. Compare summaries to agreements.					
6. Determine fiscal year rental expense (net of leases for one month or less).					
7. Reconcile to payment schedule.	B,D				
D. Judgments and Claims (See also "Insurance and Self-Insurance" section of audit program)	A,B,D				
1. Obtain a listing of judgments and claims against the District.					
2. Trace to supporting documentation.					
3. Determine if judgments/claims were paid out of the proper fund.					
E. Determine other long-term debt (lease purchase agreements, deferred payment contracts, real estate contracts, statewide/local option sales tax bonds) is included in the financial statements if applicable, is properly disclosed and adequate documentation is filed in the workpapers.	A,B,E				
F. Prepare a workpaper to compute the balance available in the Debt Service Fund, including accruals.					
G. Review balance available in the Debt Service Fund and compare to outstanding long-term debt.					
H. If the Debt Service Fund balance is, or will be, sufficient to retire debt within the next year, discuss alternatives with District officials.					
I. If the District has a Treasurer's Bond and Interest Account, prepare a workpaper to reconcile checking account receipts and disbursements for bonds and coupons per general ledger. Obtain information required for note disclosure.					
J. Special Assessments	A,D,E				
1. Determine if the District is paying any special assessments. If yes, review propriety of payment from fund charged. Assessments for repairs may be paid from the General Fund and assessments for improvements may be paid from the PPEL Fund.					
2. Obtain sufficient information for disclosure and file.					
K. Compensated Absences					
1. Review the District's policies for earned vacation, sick leave and related FICA/IPERS benefits.					

**DISTRICT** Sample District**June 30, 2014****LONG-TERM LIABILITIES/DEBT**

<b>PROCEDURE</b>	<b>OBJ.</b>	<b>DONE BY</b>	<b>W/P REF</b>	<b>N/A</b>	<b>REMARKS</b>
2. Obtain a summary of compensated absences at June 30.	A				
3. Determine the amounts have been determined in accordance with the provisions of GASB 16, including calculated salary-related payments such as employer's share of social security and pension plan contributions, as applicable.	C				
4. Record the amount of the matured liability in the governmental funds in accordance with GASB Interpretation 6.	C				
5. The unmatured liability should be divided between portions due within one year and portions due in more than one year.	E				
6. Review for reasonableness.	B				
7. Select amounts to test validity of compensated absences:	A,B,C, D				
a. Trace to supporting data.					
b. Recalculate hourly rate, number of hours earned and unused and extensions.					
c. Determine appropriateness of charges to various funds.					
L. Termination Benefits					
1. Review the District's termination benefits plan and determine the plan was properly approved.					
2. Obtain or prepare a list of employees eligible for termination benefits under the plan and the amount of the District's current year expense and liability as of June 30.	A				
3. Distinguish between:	C,E				
a. Matured termination benefits not paid at June 30 for governmental funds.					
b. Long-term portion:					
1) Due within one year.					
2) Due after one year.					
4. Select a number of eligible employees under the plan to determine if:	A,B,C, D				
a. The employees meet the requirements noted in the policy.					
b. The employees were properly approved for participation in the plan.					
c. The current year expense and liability were properly calculated as of June 30.					
5. Inquire of District personnel about other eligible employees not included in the list.	B				



**DISTRICT** Sample District**June 30, 2014****LONG-TERM LIABILITIES/DEBT**

<b>PROCEDURE</b>	<b>OBJ.</b>	<b>DONE BY</b>	<b>W/P REF</b>	<b>N/A</b>	<b>REMARKS</b>
<p>6. Prepare the necessary footnote disclosure, including:</p> <p>a. A general description of the termination benefit arrangements, including, but not limited to:</p> <p>1) Information about the type(s) of benefits provided.</p> <p>2) The number of employees affected.</p> <p>3) The period of time over which benefits are expected to be provided.</p> <p>b. The costs of termination benefits in the period in which the employer becomes obligated if the information is not otherwise identifiable from the disclosures on the face of the financial statements.</p> <p>c. The significant methods and assumptions used to determine the termination benefit liabilities and expenses.</p>	E				
<p>M. Postemployment Benefits (PEB), including:</p> <ul style="list-style-type: none"> <li>- OPEB (GASB 43/45/57)</li> <li>- Pension Benefits/Retirement Income (GASB 27/50)</li> <li>- Sick Leave Dollars Converted to Healthcare (GASB 16/45/47)</li> <li>- Termination Benefits (GASB 47)</li> </ul>					
<p>1. Obtain copies of personnel policies, employment contracts, union agreements, employee handbook, retirement plans, etc. to gain an understanding of the governmental unit's PEB agreements/plans and plan membership.</p>	A,B				
<p>2. If the District has postemployment benefit plans requiring actuarial calculations, perform the following:</p> <p>a. Obtain a copy of and file the following:</p> <p>1) Plan document(s), including copies of amendments, if any, considered in preparing the actuarial valuation report.</p> <p>2) Latest actuarial valuation report. (Note: A new valuation is required at least every two years for plans with membership of 200 or more and at least every three years for plans with membership of 200 or less.)</p> <p>3) Census and plan asset data provided to the actuary.</p> <p>b. Determine whether the scope and objectives of the work performed by the actuary are appropriate by reviewing the latest plan documents and compare with key provisions included in the actuarial valuation report. If the report does not include a description of key plan provisions, it may be necessary to confirm the actuary's understanding of such provisions.</p>	C				

**DISTRICT** Sample District**June 30, 2014****LONG-TERM LIABILITIES/DEBT**

<b>PROCEDURE</b>	<b>OBJ.</b>	<b>DONE BY</b>	<b>W/P REF</b>	<b>N/A</b>	<b>REMARKS</b>
<p>c. Perform tests of census data provided to the actuary:</p> <ol style="list-style-type: none"> <li>1) Reconcile aggregate census data, such as the number of employees and covered compensation, to amounts shown in the actuarial valuation report or the actuary's letter.</li> <li>2) Check selected census data (age, sex, marital status, current pay, term of employment, etc.) to payroll records. Document the items tested.</li> <li>3) Based on plan documents, make appropriate tests to determine whether all eligible employees are included in the census data provided to the actuary.</li> </ol> <p>d. Methods and assumptions used by the actuary:</p> <ol style="list-style-type: none"> <li>1) Obtain an understanding of the methods and assumptions used by the actuary. Note: Understanding may be obtained through review of the actuarial valuation report. If basis for methods and assumptions is not clear in the report, consider the need to contact the actuary for clarification.</li> <li>2) Review the assumptions used by the actuary to determine PEB liabilities for reasonableness, including performing a comparison of the assumptions used with those in preceding periods (e.g. turnover, retirement age, mortality, disability, projected salary increases, inflation rate, medical trend data, investment return). (Include/update documentation of assumptions in the permanent file for trend analysis).</li> </ol> <p>e. Inquire of the District as to any intent to terminate the plan.</p> <p>3. If the alternative measurement method was used, perform similar procedures as identified in step 2. (Note: Method is allowed for plans with total membership of less than 100.)</p> <p>4. Determine the appropriate amounts for the annual required contribution (ARC), annual OPEB/pension costs and net OPEB/pension obligation.</p> <p>5. Determine the accounting and reporting are in accordance with applicable standards for each of the following:</p> <ul style="list-style-type: none"> <li>• Governmental activities.</li> <li>• Business type activities.</li> </ul>					
	C				
	C,E				
	C,D,E				

**DISTRICT** Sample District**June 30, 2014****LONG-TERM LIABILITIES/DEBT**

<b>PROCEDURE</b>	<b>OBJ.</b>	<b>DONE BY</b>	<b>W/P REF</b>	<b>N/A</b>	<b>REMARKS</b>
<ul style="list-style-type: none"> <li>Enterprise Funds.</li> <li>Discretely presented component units.</li> </ul> <p>6. Determine disclosures and required supplementary information are made in accordance with the applicable standards.</p> <p>N. Pollution Remediation Obligation</p> <p>1. For contaminated or polluted sites, determine if an obligating event has occurred requiring the District to include a liability for a pollution remediation obligation in accordance with GASB 49.</p> <p>2. Determine the measurement and presentation of the liability and expense was made in accordance with GASB 49.</p> <p>3. Determine any insurance or other recoveries are properly reported in accordance with GASB 49 as:</p> <p>a. A reduction of the liability and expense for unrealized recoveries.</p> <p>b. An asset and a reduction of the expense for realized recoveries.</p> <p>4. Determine the appropriate disclosures are included in accordance with GASB 49.</p> <p>O. Determine if the risk of material misstatement due to fraud or error has changed based on results of substantive tests performed. If so, perform appropriate procedures.</p> <p>P. Determine whether long-term debt is properly classified and disclosures are adequate.</p> <p><u>ALTERNATE/ADDITIONAL PROCEDURES:</u></p> <p><u>CONCLUSION:</u></p> <p>We have performed procedures sufficient to achieve the audit objectives for long-term debt and the results of these procedures are adequately documented in the accompanying workpapers.</p> <p>Incharge _____ Date _____</p> <p>Manager _____ Date _____</p> <p>Independent _____</p> <p>Reviewer _____ Date _____</p>	<p>A,B</p> <p>C,D,E</p> <p>C,D,E</p> <p>E</p> <p>E</p>				

**DISTRICT** Sample District**June 30, 2014****FUND BALANCE/NET POSITION**

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<b>Audit Objectives and Related Assertions:</b> <b>A. All and only properly authorized restrictions and commitments of the fund balance are recorded. (1,2,3)</b> <b>B. Components of net position and/or fund balances and changes in fund balances are properly computed and are described, classified and disclosed appropriately as applicable in the entity-wide and/or fund financial statements. (4,10,11,12,13)</b> <b>Audit Procedures:</b> A. Reconcile beginning and year-end fund balance. (Note: For convenience, the term "fund balance" is used in this section as a broad term to describe all components of fund equity. Fund equity of proprietary fund types consist of net position, which may have restricted and unrestricted components). B. Review funds, including Special Revenue Fund, student activity accounts, with deficit balances, determine the nature of the account and the reason for the deficit. Document findings and determine if a report comment on corrective action is necessary. C. Analyze and verify the changes in all fund balances and trace to supporting documentation as applicable. D. Determine each fund is properly classified by fund type in accordance with GASB Statement No. 54. E. Determine the proper classification of fund balances in the governmental fund financial statements: 1. Nonspendable: a. Inventories. b. Prepaids. c. Long-term amounts of loans/notes receivable. d. Property acquired for re-sale. e. Permanent endowments or permanent funds (nonspendable portion). 2. Restricted: a. External restrictions (for example, special levies, statewide sales tax, bond covenants or State legislation). b. Enabling legislation (authorizes governing body to assess, levy, charge, or otherwise mandate payment of resources and includes a legally enforceable requirement the resources be used only for specific purposes). 3. Committed – Amounts only available to be used for specific purposes determined by a formal action by Board resolution prior to year end.	A,B				

**June 30, 2014**

**FUND BALANCE/NET POSITION**

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<p>4. Assigned – Amounts constrained by the Board’s intent they be used for specific purposes, but are neither restricted nor committed.</p> <p>5. Unassigned.</p> <p>F. Determine the proper classification of net position in the entity-wide financial statements:</p> <p>1. Net investment in capital assets.</p> <p>2. Restricted net position:</p> <p>a. External restrictions (for example, special levies, statewide sales tax, bond covenants or State legislation).</p> <p>b. Enabling legislation (internal restrictions made by the governing body).</p> <p>3. Unrestricted net position.</p> <p>G. Determine restrictions, commitments and assignments of fund balances are properly authorized based on review of the minutes, debt agreements, etc.</p> <p>H. Certified Annual Report (CAR) (Chart of Account Upload and Web-Based Forms)</p> <p>1. Reconcile Certified Annual Report balances and selected line items with District ledgers.</p> <p>2. Through inquiry and/or scanning records, determine revenues received, such as tuition, federal, state or local grants, or other donations for special education purposes have been deducted from the special education expenditures reported. (After these have been deducted, the expenditures reported should be those for resident students only not funded through another source.)</p> <p>3. Investigate material variances.</p> <p>a. Material variances should be discussed with District. Material variances are corrected as “upward and downward auditor’s adjustments” to beginning balance on the subsequent fiscal year’s CAR.</p> <p>b. Consider report comment recommending contacting the DE regarding errors which could have a permanent effect on the District’s unspent balance.</p> <p>I. Document reconciliation of the District’s year-end financial statements for all funds and the LEA’s Certified Annual Financial Report to appropriate exhibits or schedules in the audit report.</p> <p>J. Resolve any differences in balances. Document District adjustments or concurrence to adjust currently, if appropriate.</p>	<p>B</p> <p>A</p> <p>A,B</p> <p>A</p>				

**FUND BALANCE/NET POSITION**[illegible]

**DISTRICT** Sample District**June 30, 2014****RECEIPTS/REVENUES**

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<b>Audit Objectives and Related Assertions:</b>					
<b>A. Only revenues which are available and measurable in this fiscal year have been recorded and are valid. (5,8)</b>					
<b>B. All revenues are available and measurable in this fiscal year have been recorded. (6,8)</b>					
<b>C. Revenues have been properly billed or charged and have been recorded at the correct amounts. (7)</b>					
<b>D. Revenues are properly classified as applicable in the entity-wide financial statements and/or fund financial statements and related disclosures are adequate. (9,10,11,12,13)</b>					
<b>Audit Procedures:</b>					
A. Property Tax					
1. Confirm total tax receipts by levy directly with the County Treasurer.	A,B,C				
2. Trace distribution to ledger to determine if properly posted.					
3. Reconcile any differences.					
B. Revenue From Other Governmental Sources					
1. Confirm revenue received from state and federal sources. Reconcile amounts per confirmation with general ledger.	A,B,C				
2. Trace amounts per confirmation to deposit and determine if timely.	B,C				
3. Determine such funds were recorded in the proper fund, the proper period and were used for authorized purposes.	D				
C. Sale of Bonds/Notes					
1. Review authorization for issuance.					
2. Determine bonds/notes sold were properly recorded and trace proceeds to cash receipts record and bank statement.	A,B,C				
D. General					
1. On a test basis, foot and crossfoot the cash receipts journal and trace to District's financial report.					
2. Scan ledgers or receipt detail for unusual receipts. Investigate accordingly.					
3. Determine if additional testing is required and if so, select receipts for testing and perform the following:	A,B,C, D				
a. List receipt number, from whom received, purpose and amount.					
b. Trace posting to cash receipts journal.					
c. Determine if account classification is correct.					
d. Vouch to supporting documentation, if available.					
e. Trace to validated deposit ticket.					

**DISTRICT** Sample District**June 30, 2014****RECEIPTS/REVENUES**

<b>PROCEDURE</b>	<b>OBJ.</b>	<b>DONE BY</b>	<b>W/P REF</b>	<b>N/A</b>	<b>REMARKS</b>
f. Determine if deposit is made intact on a timely basis. g. Trace to duplicate receipt. E. Scan deposit tickets and evaluate reasonableness of amounts of currency deposited, considering the types of revenues expected to be received in currency. F. Determine if the risk of material misstatement due to fraud or error has changed based on results of substantive tests performed. If so, perform appropriate procedures. G. Determine whether receipts/revenues are properly classified and disclosures are adequate.	   B      D				
<u>ALTERNATE/ADDITIONAL PROCEDURES:</u>					
<u>CONCLUSION:</u>					
We have performed procedures sufficient to achieve the audit objectives for revenues and receipts and the results of these procedures are adequately documented in the accompanying workpapers.					
Incharge _____ Date _____ Manager _____ Date _____ Independent _____ Reviewer _____ Date _____					



DISTRICT Sample District

June 30, 2014

**DISBURSEMENTS/EXPENDITURES**

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<b>Audit Objectives and Related Assertions:</b>					
<b>A. Recorded expenditures and cash disbursements are for goods or services authorized and received. (5)</b>					
<b>B. Expenditures incurred for goods or services have all been identified. (6)</b>					
<b>C. Expenditures for goods or services have been recorded in the correct fiscal year. (8)</b>					
<b>D. Expenditures for goods or services and related disbursements have been recorded correctly as to account, fund, period, and amount. (7,9)</b>					
<b>E. Expenditures for goods or services are properly presented as applicable in the entity-wide and/or fund financial statements and related disclosures are adequate. (10,11,12,13)</b>					
<b>Audit Procedures:</b>					
A. General					
1. On a test basis, foot and crossfoot the disbursements journal and trace the total to the monthly or annual report.					
2. Scan disbursement journal for unusual disbursements. Investigate accordingly.	A				
B. Disbursements					
1. Select disbursements for testing the following items:	A,B,C, D				
a. Disbursement was properly authorized and approved for payment in accordance with Chapter 279.29 of the Code of Iowa.					
b. Disbursement was charged to the proper fund in accordance with the provisions of Chapters 257.18, 298.3, 298.4, 298.10, 298.18, 298.19, 300.1, 300.2, 301.4 etc. of the Code of Iowa.					
c. Disbursement was charged to the proper disbursement account.					
d. Disbursement was supported by invoice or contract.					
e. Goods or services were received prior to June 30.					
f. Invoice or other documentation was canceled to prevent reuse.					
g. Canceled checks or electronically retained check images of front and back are properly endorsed and canceled.					
h. Signatures were authorized per confirmed list from bank.					
i. Signatures were in accordance with Chapters 291.1 and 291.8 of the Code of Iowa.					

**DISTRICT** Sample District**June 30, 2014****DISBURSEMENTS/EXPENDITURES**

<b>PROCEDURE</b>	<b>OBJ.</b>	<b>DONE BY</b>	<b>W/P REF</b>	<b>N/A</b>	<b>REMARKS</b>
<ul style="list-style-type: none"> <li>j. The disbursement appears to meet the test of public purpose.</li> <li>k. The disbursement is proper under federal laws and regulations, if applicable. If also testing compliance for a major program, you may need to add/revise criteria to cover single audit program steps (i.e. Allowable Costs/Cost Principles, Period of Availability, etc.)</li> <li>l. Disbursements for capital assets are included on the capital assets listing, if applicable.</li> </ul> <p>C. For construction contracts on a test basis prepare a workpaper to:</p> <ul style="list-style-type: none"> <li>1. Reconcile original contract to final contract.</li> <li>2. Reconcile total payments to date by scheduling prior year payments, current year payments, payments due and retainage due.</li> <li>3. Determine amount of current liability for balance sheet for payments and/or retainage due.</li> <li>4. Determine projects and contracts were authorized and approved by the governing body.</li> </ul> <p>D. Inquire of management and, when appropriate, those charged with governance, as to the existence of any agreements containing confidentiality clauses.</p> <ul style="list-style-type: none"> <li>1. Determine if legal counsel agreed to the insertion of the clauses.</li> <li>2. Determine if the agreements were properly approved by the Board.</li> <li>3. Review the funding source for any payment(s) made under the agreements.</li> </ul> <p>E. Credit cards:</p> <ul style="list-style-type: none"> <li>1. Determine if the District has established a written policy for the use of credit cards.</li> <li>2. If activity is significant, test selected transactions for propriety and compliance with the policy.</li> </ul> <p>F. Determine if the risk of material misstatement due to fraud or error has changed based on results of substantive tests performed. If so, perform appropriate procedures.</p> <p>G. Determine whether disbursements are properly classified and disclosures are adequate.</p>	A,D				
	E				

**June 30, 2014**

### DISBURSEMENTS/EXPENDITURES

[illegible]

**DISTRICT** Sample District**June 30, 2014****PAYROLL**

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<b>Audit Objectives and Related Assertions:</b>					
<b>A. Payroll (wages, salaries, and benefits) disbursements/ expenditures are supported and made only for work authorized and performed. (5,6)</b>					
<b>B. Payroll is computed using rates and other factors in accordance with contracts. (7)</b>					
<b>C. Payroll is recorded correctly as to amount and period and distributed properly by account, fund and budget category and disclosures are adequate. (7,8,9,10,11,12,13)</b>					
<b>Audit Procedures:</b>					
A. On a test basis, select payroll transactions from throughout the year to test: 1. Authorization for gross pay or hourly rate. 2. Appropriateness of contract amount based upon teacher educational credits compared to adopted contractual salary steps. 3. Approval of hours worked. 4. Accuracy of number of hours paid per payroll journal to hours worked per approved time sheet (for hourly employees). 5. Accuracy of calculations of gross pay. 6. Accuracy of computation of FICA and IPERS. (The following FICA rates were effective January 1, 2014: Employee and employer rate of 7.65%.) (The following IPERS rates were effective July 1, 2013: Regular employee rate of 5.95% and employer rate of 8.93%.) 7. Authorization for payroll deductions. 8. Endorsement and cancellation of checks are proper. 9. Reasonableness of computation of federal and state withholding.	A,B,C				
B. Determine timesheets are prepared and approved for all employees, including salaried employees.	A				
C. Consider analytical procedures to substantiate payroll.	A,B,C				
D. Review copies of payroll tax returns and document reconciliation of gross wages and District share of FICA and IPERS to disbursements records. Explain material variances.	C				
E. Prepare a workpaper documenting District contributions to IPERS.	C				
F. For retirement systems (other than IPERS): 1. Review and update permanent file information on pension plans. Identify and document the type of plan. 2. Obtain copy of actuarial report and review. Include copy of pertinent data in file.	C				

## PAYROLL

[illegible]

## TRANSFERS

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<b>Audit Objectives and Related Assertions:</b>					
<b>A. All transfers have been identified, adequately supported and properly authorized. (5,6)</b>					
<b>B. Transfers are recorded in the proper time period under audit and are correct as to accounts and amounts recorded. (7,8)</b>					
<b>C. Transfers are properly classified and disclosures are adequate. (9,10,11,12,13)</b>					
<b>Audit Procedures:</b>					
A. Obtain or prepare a schedule of all fund transfers during the year, including reimbursements between funds.	A				
B. Identify the date and purpose of each transfer and trace to supporting documentation. Document description on workpaper.	A,C				
C. Determine transfers-in equal transfers-out.	B				
D. Determine the transfers are recorded in the proper period.					
E. Determine if the risk of material misstatement due to fraud or error has changed based on results of substantive tests performed. If so, perform appropriate procedures.					
F. Determine whether transfers are properly classified and adequately disclosed.	C				
<u>ALTERNATE/ADDITIONAL PROCEDURES:</u>					
<u>CONCLUSION:</u>					
We have performed procedures sufficient to achieve the audit objectives for transfers and the results of these procedures are adequately documented in the accompanying workpapers.					
Incharge _____ Date _____					
Manager _____ Date _____					
Independent Reviewer _____ Date _____					

**June 30, 2014**

## BUDGET

[illegible]

**June 30, 2014**

## BUDGET

[illegible]



**DISTRICT** Sample District**June 30, 2014****INSURANCE AND SELF-INSURANCE**

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<b>Audit Objectives and Related Assertions:</b>					
<b>A. Claims paid in the period are recorded correctly as to account, amount and period and are disbursed in accordance with the District's policies and procedures for claims settlement. (5,6,7,8)</b>					
<b>B. Reserves for claim losses represent a reasonable estimate of the District's liability for claims filed and incurred but not reported (IBNR) claims. (1,2,3,4)</b>					
<b>C. Insurance (self-insurance) revenues, operating transfers, expenditures, assets, liabilities, and fund equity (net position) are properly classified and described in the fund financial statements and related disclosures are adequate. (9,10,11,12,13)</b>					
<b>Audit Procedures:</b>					
A. Inquire about the District's policies and procedures for administering and financing insurance claims, including whether insurance policies are carried for complete coverage of some or all risks, or only for excess liabilities.					
B. Prepare a workpaper to summarize amount and type of significant coverage. Review coverage to:	C				
1. Determine if reasonable and current.					
2. Determine significant areas in which risk is retained.					
C. If a separate insurance fund has been established, consider analytical procedures, such as comparing claims disbursements/expenditures and other fund transactions (i.e. employee contributions, insurance premiums and administrative fees) to the prior period actual and relate to the number of covered employees (if applicable).	A				
D. Review charges by the insurance fund to other funds and determine if they are in accordance with GASB 10 (GASB Codification Section C50.122-126):	A				
1. If a Governmental Fund is used, may use any method to allocate loss expenditures/expenses to other funds of the District. Transactions constituting reimbursements of the Governmental Fund for disbursements/expenditures/expenses initially made from it which are properly applicable to another fund should be reported as expenditures or expenses in the reimbursing fund and as reductions of the disbursements/expenditure/expense in the Governmental Fund.					
2. If an Internal Service Fund is used, may use any basis considered appropriate to charge other funds as long as the total charge is either calculated in accordance with the criteria of GASB Codification, Section C50.110-114 or is based on an actuarial method or historical cost information and adjusted over a reasonable period of time. If latter method is used (actuarial method or historical cost information					

**DISTRICT** Sample District**June 30, 2014****INSURANCE AND SELF-INSURANCE**

<b>PROCEDURE</b>	<b>OBJ.</b>	<b>DONE BY</b>	<b>W/P REF</b>	<b>N/A</b>	<b>REMARKS</b>
<p>method), an additional charge may be made to other funds which represents a reasonable provision for expected future catastrophic losses. Charges (billings) should be recognized as revenue by the internal service fund and as expenditures/expenses by the other funds.</p> <p>3. For either the General Fund, a Special Revenue Fund or an Internal Service Fund, billings in excess of the accrual should be accounted for as operating transfers.</p> <p>E. Review estimates of losses from claims with a responsible official and determine if properly recorded as an disbursement/expenditure/expense and liability. Estimates should include:</p> <ol style="list-style-type: none"> <li>1. Reported claims meeting the criteria of GASB Codification, Section C50.110-118.</li> <li>2. Incurred but not reported (IBNR) claims meeting the criteria of GASB Codification, Section C50.113-114. Determine the basis used to estimate IBNR claims is reasonable.</li> <li>3. If the District participates in a public entity risk pool and is subject to a supplemental premium assessment, an accrual should be made if the likelihood of such assessment meet the criteria of GASB Codification, Section C50.132.</li> <li>4. If the District participates in a public entity risk pool but is not subject to a supplemental premium assessment, review economic viability of pool with responsible official and determine if liability should be recorded based on certain conditions.</li> <li>5. If the District participates in a public entity risk pool, inquire of a responsible official about the District's plans for continuing its participation in the pool. If the District has plans to terminate its membership, determine if additional liabilities should be recorded based on terms of the agreement to participate.</li> </ol> <p>F. If the District has a self-funded health insurance plan, including self-funded deductibles, examine the actuarial report to determine the reasonableness of reserves and determine if an additional liability should be recorded in the District's financial statements.</p> <p>G. If an outside administrator or service company is used:</p> <ol style="list-style-type: none"> <li>1. Obtain a copy of the annual report on the status of the program.</li> <li>2. Review report for estimates of liabilities for claims filed and IBNR claims.</li> <li>3. Compare report with prior periods and discuss any unusual variances with a responsible official.</li> </ol>	B				
	B				
	A,B				

**DISTRICT** Sample District**June 30, 2014****INSURANCE AND SELF-INSURANCE**

<b>PROCEDURE</b>	<b>OBJ.</b>	<b>DONE BY</b>	<b>W/P REF</b>	<b>N/A</b>	<b>REMARKS</b>
<p>4. Compare amounts in report with recorded estimated liabilities.</p> <p>H. Determine adequacy of financial statement presentation and disclosures.</p> <p>1. Financial statement presentation considerations should include:</p> <p>a. If a single fund is used to record risk financing activities, should be a General Fund, a Special Revenue Fund or an Internal Service Fund.</p> <p>b. Loss liabilities for governmental funds and expendable trust funds should be recognized using the modified accrual basis of accounting (i.e. current portion recorded as an expenditure and fund liability and long-term portion recorded in the entity-wide statements (GASB 34).</p> <p>c. Loss liabilities for an Internal Service Fund (or other proprietary funds) should be recorded as a fund liability of the Internal Service (or other proprietary funds).</p> <p>d. For Internal Service Funds, any amount in net position which arose from an optional additional charge for catastrophic losses should be reported as designated.</p> <p>e. If the District participates in a public entity risk pool in which there is no transfer of risk to the pool or pool participants, contributions to the pool should be reported as either deposits (if not expected to pay claims) or as reductions of claims liability (if used to pay claims) in accordance with GASB 10 (GASB Codification, Section C50.135) and Statement of Position (SOP) 98-7.</p> <p>f. If the District made contributions to a public entity risk pool with transfers or pooling of risk:</p> <p>1) Determine contributions are recorded as deposits if a return of those contributions is probable.</p> <p>2) If not probable, then determine contributions are recorded as prepaid insurance to be allocated as expenditures/expenses over future periods, <u>or</u> alternatively, in governmental funds, as expenditures in the period made.</p> <p>2. Disclosures should include:</p> <p>a. Description of risks of loss the District is exposed to and ways in which those risks are handled (i.e., purchase of commercial insurance, participation in a public entity risk pool or risk retention). Describe significant reductions, if any, in insurance coverage from the previous</p>	C				

**June 30, 2014**

## INSURANCE AND SELF-INSURANCE

[illegible]

DISTRICT Sample District

June 30, 2014

SINGLE AUDIT

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<p><b>Audit Objectives:</b></p> <p>A. Federal revenues and expenditures are valid and complete and, if applicable, indirect costs are allocated properly.</p> <p>B. Federal revenues and expenditures are properly presented in the financial statements.</p> <p>C. The District has complied with laws and regulations affecting the expenditure of grant funds.</p> <p>NOTE: Programmatic requirements are unique to each federal program and can be found in the laws, regulations, and provisions of contract and grant agreements pertaining to the program. For programs listed in the compliance supplement, the programmatic requirements can be found in Part 4. For those not covered in the Compliance Supplement, review Part 7.</p> <p>NOTE: The following guidance is from Part I of Appendix VII in the 2009 Compliance Supplement relating to the American Recovery and Reinvestment Act (ARRA).</p> <p><b><u>Schedule of Expenditures of Federal Awards (SEFA)</u></b></p> <p>To maximize the transparency and accountability of the American Recovery and Reinvestment Act spending required by Congress and in accordance with 2 CFR 215, section __.21 "Uniform Administrative Requirements for Grants and Agreements" and the A-102 Common Rule provisions, recipients agree to maintain records which identify adequately the source and application of ARRA funds.</p> <p>For recipients covered by the Single Audit Act Amendments of 1996 and OMB Circular A-133, recipients agree to separately identify the expenditures for Federal awards under the ARRA on the Schedule of Expenditures of Federal Awards (SEFA) and the Data Collection Form (SF-SAC) required by OMB Circular A-133. This shall be accomplished by identifying expenditures for Federal awards made under the ARRA separately on the SEFA, and as separate rows under Item 6 of Part III on the SF-SAC by CFDA number, and inclusion of the prefix "ARRA - " in identifying the name of the Federal program on the SEFA and as the first characters in Item 6c of Part III on the SF-SAC.</p> <p><b><u>Responsibilities for Informing Subrecipients</u></b></p> <p>Recipients agree to separately identify to each subrecipient, and document at the time of subaward and at the time of disbursement of funds, the Federal award number, CFDA number, and amount of ARRA funds. When ARRA funds are subawarded for an existing program, the information furnished to subrecipients shall distinguish</p>					

DISTRICT Sample District

June 30, 2014

SINGLE AUDIT

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<p>the subawards of incremental ARRA funds from regular subawards under the existing program.</p> <p>Recipients agree to require their subrecipients to include on their SEFA information to specifically identify ARRA funding similar to the requirements for the recipient SEFA described above. This information is needed to allow the recipient to properly monitor subrecipient expenditures of ARRA funds, as well as for oversight by the Federal awarding agencies, Federal Offices of Inspector General, and the Government Accountability Office.</p> <p><b>Audit Procedures:</b></p> <p>A. Review applicable reference material:</p> <ol style="list-style-type: none"> <li>1. OMB Circular A-133, <u>Audits of States, Local Governments, and Non-Profit Organizations</u>.</li> <li>2. OMB Circular A-133 <u>Compliance Supplement</u>.</li> <li>3. OMB Circular A-87, <u>Cost Principles for State and Local Governments</u> (Federal Register, May 17, 1995).</li> <li>4. OMB Circular A-102 (Revised), <u>Grants and Cooperative Agreements with State and Local Governments</u> (March 3, 1988).</li> <li>5. Compliance Audits (AU 935).</li> <li>6. GAO <u>Government Auditing Standards</u> (the Yellow Book), 2011 revision.</li> <li>7. Federal Cognizant Agency Audit Organization Guidelines (the Orange Book), Revised November, 1987.</li> <li>8. AICPA Audit Guide, <u>Audits of State and Local Governmental Units</u>.</li> <li>9. OMB Catalog of Federal Domestic Assistance.</li> <li>10. Applicable sections of the Code of Federal Regulations.</li> </ol> <p>B. Obtain or prepare a Schedule of Expenditures of Federal Awards. If prepared by auditor, determine Independence will not be impaired. The schedule should include:</p> <ol style="list-style-type: none"> <li>1. Federal grantor or pass-through agency, if applicable.</li> <li>2. Program name.</li> <li>3. CFDA number.</li> <li>4. Grant number.</li> <li>5. Program disbursements/expenditures (for cash awards) or the value of non-cash assistance (for non-cash awards).</li> <li>6. All programs completed and/or terminated during the year and all programs open without monies being received or expended during the audit period.</li> </ol>	A				

**DISTRICT** Sample District**June 30, 2014****SINGLE AUDIT**

<b>PROCEDURE</b>	<b>OBJ.</b>	<b>DONE BY</b>	<b>W/P REF</b>	<b>N/A</b>	<b>REMARKS</b>
7. Any program with funding under the American Recovery and Reinvestment Act (ARRA) must be listed separately and include the prefix "ARRA - " in the federal grant program name.					
C. Determine each program's name and CFDA number reported on the Schedule of Expenditures of Federal Awards agrees with the CFDA Agency Program Index.					
D. Reconcile appropriate amounts on the Schedule of Expenditures of Federal Awards to amounts in the financial statements and to amounts in the accounting records and document accordingly.	A,B				
E. For each major program, obtain the following information:	A				
1. Grant agreement, application or pass-through agreement and any amendments.					
2. Pertinent correspondence, including budget and program modifications.					
3. Financial reports.					
4. Reference material for clarification of grant/program audit objectives and compliance requirements.					
5. Identification of subrecipients, if applicable.					
6. Basis of accounting.					
7. Contact person.					
8. Account codes used to account for program activities.					
9. Names and addresses of grantors (direct and indirect).					
F. Include copies of pertinent information relating to major programs in the permanent file.					
G. Search for unlisted federal programs not previously identified.	A				
H. Review prior year audit reports to determine the nature of previous findings and questioned costs. Document the status of resolved and unresolved issues in the workpapers. Status will be included in the District's report in a Summary Schedule of Prior Audit Findings.	C				
I. If applicable, send a letter of understanding to the cognizant agency.					
J. Compliance Testing for Major Programs	C				
1. Test compliance with applicable common requirements. (See following separate audit program sections.)					
2. Review Compliance Supplement for any special tests and provisions and perform appropriate procedures to ensure compliance.					
3. Report the following items in Part III of the Schedule of Findings and Questioned Costs in accordance with Circular A-133 (par. 510):					

**DISTRICT** Sample District**June 30, 2014****SINGLE AUDIT**

<b>PROCEDURE</b>	<b>OBJ.</b>	<b>DONE BY</b>	<b>W/P REF</b>	<b>N/A</b>	<b>REMARKS</b>
<ul style="list-style-type: none"> <li>a. Significant deficiencies or material weaknesses in internal control over major programs.</li> <li>b. Material non-compliance with the provisions of laws, regulations, contracts, or grant agreements related to a major program.</li> <li>c. Known or likely questioned costs which are greater than \$10,000 for a type of compliance requirement for a major program. (Should include information to provide proper perspective for judging the prevalence and consequences of the questioned costs.)</li> <li>d. Known questioned costs which are greater than \$10,000 for a type of compliance requirement for a federal program which is not audited as a major program. (Note: except for audit follow-up, the auditor is not required to perform audit procedures for such federal programs.)</li> <li>e. The circumstances concerning why the auditor's report on compliance for major programs is other than an unmodified opinion, unless such circumstances are otherwise reported as findings.</li> <li>f. Known fraud affected a federal award, unless such fraud is otherwise reported as a finding.</li> <li>g. Instances where the results of audit follow-up procedures disclosed the summary schedule of prior audit findings prepared by the auditee materially misrepresent the status of any prior audit finding.</li> </ul>					
4. Report other findings in Part IV of the Schedule of Findings and Questioned Costs.					



**DISTRICT** Sample District**June 30, 2014****SINGLE AUDIT  
COMMON REQUIREMENTS**

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<p>The following applicable common requirements should be tested in conjunction with the other tests of detail or through other appropriate tests:</p> <p>A. <u>ACTIVITIES ALLOWED OR UNALLOWED:</u></p> <ol style="list-style-type: none"> <li>1. Identify the types of activities allowed and unallowed for the program(s) tested.</li> <li>2. If allowability is determined based upon summary level data, verify allowability of the activity and individual transactions were properly classified and accumulated into the activity level.</li> <li>3. If allowability is determined based upon individual transactions, select a sample of transactions and verify allowability of the activity. Be alert for any large dollar transfers from program accounts which may have been used to fund unallowable activities.</li> <li>4. If the agency under audit is considered a pass-through entity, test a sample of approved subrecipient agreements to verify the activities covered by the agreement are allowable.</li> </ol> <p>B. <u>ALLOWABLE COSTS/COST PRINCIPLES:</u></p> <ol style="list-style-type: none"> <li>1. For transactions selected which involve federal funds determine whether the costs meet the following criteria: <ol style="list-style-type: none"> <li>a. Authorized or not prohibited under state or local laws or regulations. (Certain costs require specific approval; others are not allowable.)</li> <li>b. Approved by the federal awarding agency, if required.</li> <li>c. Conform to any limitations or exclusions set forth in the Circular (A-87, A-21, A-122), or limitations in the program agreement or specific requirements in the program regulations.</li> <li>d. Costs must be allocable to the federal awards under the provisions of OMB's cost principal Circulars (A-87, A-21, A-122).</li> <li>e. Represent charges for actual costs, not budgeted or projected.</li> <li>f. Allocations of fringe benefits allocations, changes on rates are based on the benefits received by different classes of employees within the organization.</li> <li>g. Given consistent treatment with policies, regulations, and procedures applied uniformly to federal and non-federal activities of the agency.</li> </ol> </li> </ol>					

**DISTRICT** Sample District**June 30, 2014****SINGLE AUDIT  
COMMON REQUIREMENTS**

<b>PROCEDURE</b>	<b>OBJ.</b>	<b>DONE BY</b>	<b>W/P REF</b>	<b>N/A</b>	<b>REMARKS</b>
<ul style="list-style-type: none"> <li>h. Given consistent accounting treatment within and between accounting periods and not allocable to or included as a direct cost of a federal program if the same or similar costs are allocated to the federal program as an indirect cost.</li> <li>i. Calculated in conformity with generally accepted accounting principles or a different basis of accounting, when required under the cost principles circulars.</li> <li>j. Not included as a cost or used to meet cost sharing or matching requirements of another federally supported activity in either the current or a prior period.</li> <li>k. Costs must be net of all applicable credits resulting from transactions which reduce or offset direct or indirect costs.</li> <li>l. Not included as both a direct billing and a component of indirect costs, i.e., excluded from costs pools included in cost allocation plans (CAPS).</li> <li>m. Supported by underlying documentation.</li> </ul> <p>2. When material charges are made from internal service, central service, pension, or similar activities or funds, verify the charges from these activities or funds are in accordance with the cost principal circulars.</p> <ul style="list-style-type: none"> <li>a. For activities accounted for in separate funds, ascertain if: <ul style="list-style-type: none"> <li>1) Net position/fund balances (including reserves) were computed in accordance with the applicable cost principles.</li> <li>2) Working capital was not excessive in amount (generally not greater than 60 days for cash expenses for normal operations incurred for the period exclusive of depreciation, capital costs and debt principal costs).</li> <li>3) Refunds were made to the federal government for its share of any amounts transferred or borrowed from internal service or central service funds for purposes other than to meet the operating liabilities, including interest on debt, of the fund.</li> </ul> </li> <li>b. Verify all users of services were billed in a consistent manner.</li> <li>c. Verify the billing rates exclude unallowable costs.</li> </ul>					

**DISTRICT** Sample District**June 30, 2014****SINGLE AUDIT  
COMMON REQUIREMENTS**

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<p>d. Where billing rates are not accounted for in separate funds, verify the billing rates are developed based on actual costs and were adjusted to eliminate profit.</p> <p>e. For organizations which have self-insurance and a certain type of fringe benefit program (e.g. pension funds), verify independent actuarial studies appropriate for such activities are performed at least biennially and current costs were allocated based on an appropriate study which is not over two years old.</p> <p>3. <u>Cost allocation plans/indirect cost rate agreements:</u></p> <p>Determine whether material indirect costs or centralized or administrative services are being charged to federal programs. If such costs are being charged, perform the following procedures:</p> <p>a. Obtain and read the current Cost Allocation Plan (CAP) or negotiable agreement and determine the types of rates and procedures required.</p> <p>b. Obtain and read the current CAP and/or Indirect Cost Rate Agreement and determine the terms of the allocation plan and/or rate agreement in effect (i.e., predetermined, fixed with carryforward provisions or provisional/ final).</p> <p>c. Verify the methods of charging costs to federal awards are in accordance with the provisions of the approved CAP or prepared CAP on file.</p> <p>d. Determine whether the CAPs or Indirect Cost Rate Proposals (IDCRPs) have been approved by the appropriate federal agency and whether the resultant rates or amounts charged are final or still open to adjustment or revision, either immediately or as a carryover adjustment in a future period. If approved and final, the results of the audit work shall be reflected, if appropriate, in recommendations for future procedural improvements.</p> <p>e. Examine claims submitted to the federal agency for reimbursement. Determine if the amounts charged and rates used are in accordance with the plan and if rates are being applied to the appropriate base.</p> <p>f. Review, on a test basis, supporting documentation to determine whether:</p> <p>1) The indirect cost pool or centralized service costs contain only allowable costs in accordance with the applicable OMB's cost principles Circulars (A-87, A-21, A-122).</p>					

**DISTRICT** Sample District**June 30, 2014****SINGLE AUDIT  
COMMON REQUIREMENTS**

<b>PROCEDURE</b>	<b>OBJ.</b>	<b>DONE BY</b>	<b>W/P REF</b>	<b>N/A</b>	<b>REMARKS</b>
<p>2) The methods of allocating the costs are in accordance with the provisions of Circular A-87, other applicable regulations and negotiated agreements.</p> <p>3) Statistical data in the proposed allocation or rate bases are reasonable, updated as necessary and do not contain any material omissions.</p> <p>4) Time studies or time and effort reports are mathematically and statistically accurate, are implemented as approved, and are based on the actual effort devoted to the various functional and programmatic activities to which the salary and wage costs are charged.</p> <p>5) The allocation methodology is consistent and test the appropriateness of methods used to make changes.</p> <p>6) The indirect costs charged to federal programs are supported by amounts recorded in the accounting records from which the most recently issued financial statements were prepared.</p> <p><b>C. <u>CASH MANAGEMENT:</u></b></p> <p>1. Review the District's cash advancement or reimbursement process and evaluate for adequacy.</p> <p>2. If an advancement method is used, review the District's system to determine if it is adequate to limit the amount of federal cash to immediate needs.</p> <p>3. If a reimbursement method is used, review the District's system to determine if it is adequate to ensure the request is properly supported and made in a timely manner.</p> <p>4. For selected grant programs, determine dates and amounts for selected advances or reimbursements of Federal funds and compare to the dates the funds were disbursed and/or checks were presented to the banks for payment.</p> <p>5. For the same programs, evaluate the size of the balances in relation to the program's needs.</p> <p>6. Review records to determine if interest was earned on advances and whether it was returned to the appropriate agency.</p> <p>7. Review the District's payment requests by secondary recipients. Evaluate whether the system is sufficient to limit payments to amounts needed to meet immediate cash requirements.</p>					

**DISTRICT** Sample District**June 30, 2014****SINGLE AUDIT  
COMMON REQUIREMENTS**

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<p>8. Review selected cash reports submitted by subrecipients and determine if the reports show large amounts of excess cash. If they do, ascertain why.</p> <p>D. <u>DAVIS-BACON ACT:</u></p> <ol style="list-style-type: none"> <li>1. Identify the programs involving construction activities.</li> <li>2. Review selected construction contracts and subcontracts and determine whether they contain provisions requiring the payment of "prevailing" wages. This is applicable to all construction contracts which exceed \$2,000.</li> <li>3. Review the District's system for monitoring applicable contractors and subcontractors with respect to payment of prevailing wages and evaluate for adequacy.</li> <li>4. Review the monitoring system for contracts for selected programs and determine whether there is adherence to the prescribed procedures.</li> <li>5. If the District has not developed a system or its system is not operating effectively: <ol style="list-style-type: none"> <li>a. Obtain the "local" DOL wage determination from the District, the architect/engineer (A/E) managing the project or DOL.</li> <li>b. Obtain payroll registers of the construction company from the District and test to determine whether wages paid conform to prevailing wages.</li> </ol> </li> </ol> <p>E. <u>ELIGIBILITY:</u></p> <ol style="list-style-type: none"> <li>1. Individuals: <ol style="list-style-type: none"> <li>a. For some federal programs with a large number of individuals receiving benefits, the District may use a computer system for the processing of individual eligibility determinations and the delivery of benefits. U.S. generally accepted auditing standards provide guidance for the auditor when computer processing relates to accounting information which can materially affect the financial statements being audited. When eligibility is material to a major program, and a computer system is integral to eligibility compliance, the auditor should follow this guidance and consider the District's computer processing. <ol style="list-style-type: none"> <li>1) Perform audit procedures relevant to the computer system as needed to support the opinion on compliance for the major program.</li> <li>2) These tests may be performed as part of</li> </ol> </li> </ol> </li> </ol>					

**DISTRICT** Sample District**June 30, 2014****SINGLE AUDIT  
COMMON REQUIREMENTS**

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<p>testing the internal controls for eligibility.</p> <p>b. Perform procedures to determine completeness of the population.</p> <p>c. Select a sample of individuals receiving benefits and perform tests to determine if the:</p> <p>1) Individuals were eligible in accordance with the compliance requirements of the program. (Note: Some programs have initial and continuing eligibility requirements.)</p> <p>2) Benefits paid to or on the behalf of the individuals were calculated correctly and in compliance with the requirements of the program.</p> <p>3) Benefits were discontinued when the period of eligibility expired, or if the person became ineligible.</p> <p>2. Group of Individuals or Area of Service Delivery:</p> <p>a. Test information used in determining eligibility and determine if the population or area of service delivery was eligible.</p> <p>b. Perform test to determine if:</p> <p>1) The population or area served was eligible.</p> <p>2) The benefits paid to or on behalf of the individuals or area of service delivery were calculated correctly.</p> <p>3. Subrecipients:</p> <p>a. If the determination of eligibility is based on an approved application or plan, obtain a copy of the document and identify the applicable eligibility requirements.</p> <p>b. Select a sample of the awards to the subrecipients and perform procedures to verify the subrecipients were eligible and amounts awarded were within funding limits.</p> <p><b>F. <u>EQUIPMENT AND REAL PROPERTY:</u></b></p> <p>1. For subrecipients of states which are local governments (Districts).</p> <p>a. Obtain a copy of the District's policies and procedures for equipment management and determine if they comply with the state's policies and procedures.</p> <p>b. Select a sample of equipment transactions and test for compliance with the state's policies and procedures for management and disposition of equipment.</p>					

**DISTRICT** Sample District**June 30, 2014****SINGLE AUDIT  
COMMON REQUIREMENTS**

<b>PROCEDURE</b>	<b>OBJ.</b>	<b>DONE BY</b>	<b>W/P REF</b>	<b>N/A</b>	<b>REMARKS</b>
<p>2. For non-profit organizations and federal awards received directly from a federal awarding agency by the District:</p> <p>a. Inquire if a required physical inventory of equipment acquired under federal awards was taken within the last two years. Test whether any differences between the physical inventory and equipment records were resolved.</p> <p>b. Identify equipment acquired under federal awards during the audit period and trace selected purchases to the property records. Verify the property records contain the following information about the equipment:</p> <p>1) Description (including serial numbers, or other identification numbers).</p> <p>2) Source.</p> <p>3) Title holder.</p> <p>4) Acquisition date and cost.</p> <p>5) Percentage of federal participation in the cost.</p> <p>6) Location.</p> <p>7) Condition.</p> <p>8) Ultimate disposition data including date of disposal, sale price or method used to determine fair market value.</p> <p>3. Select a sample of equipment identified as acquired with federal awards from the property records and observe the equipment.</p> <p>4. Disposition of Equipment</p> <p>a. Determine the amount of equipment dispositions for the year and identify equipment acquired with federal awards.</p> <p>b. Perform procedures to verify the dispositions for the year were properly reflected in the property records.</p> <p>c. For equipment with a current per-unit fair market value in excess of \$5,000, determine whether the awarding agency was reimbursed for the appropriate federal share.</p> <p>5. Disposition of Real Property:</p> <p>a. Determine real property dispositions for the audit period and identify property acquired with federal awards.</p>					

DISTRICT Sample District

June 30, 2014

**SINGLE AUDIT  
COMMON REQUIREMENTS**

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<p>b. Perform procedures to verify the District followed the instructions of the awarding agency which will normally require reimbursement to the awarding agency of the federal portion of net sales or fair market value at the time of disposition, as applicable.</p> <p>G. <u>MATCHING, LEVEL OF EFFORT, EARMARKING:</u></p> <ul style="list-style-type: none"> <li>• <b><u>Matching</u></b> - includes requirements to provide contributions (usually non-federal) of a specified amount or percentage to match federal awards. Match may be in the form of cash or in-kind contributions.</li> <li>• <b><u>Level of Effort</u></b> - includes requirements for (a) a specified level of service to be provided from period to period, (b) a specified level of expenditures from non-federal or federal sources for specified activities to be maintained from period to period and (c) federal funds to supplement and not supplant non-federal funding of services.</li> <li>• <b><u>Earmarking</u></b> - includes requirements which specify the minimum and/or maximum amount or percentage of the programs funding which must/may be used for specified activities, including funds provided to subrecipients.</li> </ul> <p>Matching:</p> <ol style="list-style-type: none"> <li>1. Perform tests to verify the required matching contributions were met.</li> <li>2. Determine the sources of matching contributions and perform tests to verify they were from an allowable source.</li> <li>3. Test records to corroborate the value placed on in-kind contributions are in accordance with OMB cost principal circulars, the A-102 Common Rule, program regulations and the terms of the award.</li> <li>4. Test transactions used to match for compliance with allowable costs/cost principles requirements. This test may be performed in conjunction with the testing of the requirements related to allowable cost/cost principles.</li> </ol> <p>Level of Effort:</p> <ol style="list-style-type: none"> <li>1. Identify the required level of effort and perform tests to verify the level of effort requirement was met.</li> </ol>					



**DISTRICT** Sample District**June 30, 2014****SINGLE AUDIT  
COMMON REQUIREMENTS**

<b>PROCEDURE</b>	<b>OBJ.</b>	<b>DONE BY</b>	<b>W/P REF</b>	<b>N/A</b>	<b>REMARKS</b>
<p>2. Perform tests to verify only allowable categories of expenditures or other effort indicators (e.g., hours, number of people served), were included in the computation and the categories were consistent from year to year.</p> <p>3. Perform procedures to verify the amounts used in the computation were derived from the books and records from which the audited financial statements were prepared.</p> <p>4. Perform procedures to verify non-monetary effort indicators were supported by official records.</p> <p>Level of Effort - Supplement not Supplant:</p> <p>1. Determine if the District used federal funds to provide services which they were required to make available under federal, state or local law and were also made available by funds subject to the supplement not supplant requirement.</p> <p>2. Determine if the District used federal funds to provide services which were provided with non-federal funds in prior years.</p> <p>a. Identify the federally funded services.</p> <p>b. Perform procedures to determine whether the federal program funded services which were previously provided with non-federal funds.</p> <p>c. Perform procedures to determine if the total level of services applicable to the requirement increased in proportion to the level of federal contribution.</p> <p>Earmarking:</p> <p>1. Identify the applicable percentage or dollar requirements for earmarking.</p> <p>2. Perform procedures to verify the amounts recorded in the financial records meet the requirements (e.g. minimum amounts determine that records show at least the minimum was charged).</p> <p>3. When requirements specify a minimum percentage or amount, select a sample of transactions supporting the specified amount or percentage and perform tests to verify proper classification to meet the minimum percentage or amounts.</p> <p>4. When requirements specify a maximum percentage or amount, review the financial records to identify transactions for the specified activity which were improperly classified in another account. (e.g. If administrative costs are limited to 10%, review other accounts charged to the activity for administrative expense which if incorrectly coded, would cause maximum percentage to be exceeded).</p>					

**DISTRICT** Sample District**June 30, 2014****SINGLE AUDIT  
COMMON REQUIREMENTS**

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<p>H. <u>PERIOD OF AVAILABILITY OF FEDERAL FUNDS:</u></p> <ol style="list-style-type: none"> <li>1. Review the award documents and regulations pertaining to the program and determine any award specific requirements related to for the period of availability and document the availability period.</li> <li>2. Test a sample of transactions charged to the federal award after the end of the period of availability and verify the underlying obligations occurred within the period of availability and the payment was made within the allowed time period.</li> <li>3. Test a sample of transactions which were recorded during the period of availability and verify the underlying obligations occurred within the period of availability.</li> <li>4. Select a sample of adjustments to the federal funds and verify these adjustments were for transactions which occurred during the period of availability.</li> </ol> <p>I. <u>PROCUREMENT AND SUSPENSION AND DEBARMENT:</u></p> <p><i>For federal awards received directly from a federal awarding agency by the District:</i></p> <ol style="list-style-type: none"> <li>1. Obtain the District's procurement policies and verify the policies comply with applicable federal requirements.</li> <li>2. Determine if the District has a policy to use statutorily or administratively imposed in-state or local geographical preferences in the evaluation of bids or proposals. If such policy exists, verify these limitations were not applied to federal procurements except where applicable federal statutes expressly mandate or encourage geographical preference.</li> <li>3. Examine procurement policies and procedures and verify the following: <ol style="list-style-type: none"> <li>a. Written selection procedures require solicitations, incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured, identify all requirements the offeror must fulfill, and include all other factors to be used in evaluating bids or proposals.</li> <li>b. There is a written policy pertaining to ethical conduct.</li> </ol> </li> </ol>					

**DISTRICT** Sample District**June 30, 2014****SINGLE AUDIT  
COMMON REQUIREMENTS**

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<p>4. Select a sample of procurements and perform the following:</p> <ul style="list-style-type: none"> <li>a. Examine contract files and verify they document the significant history of the procurement, including rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis of contract price.</li> <li>b. Verify procedures provide for full and open competition.</li> <li>c. Examine documentation in support of the rationale to limit competition in those cases where competition was limited and determine if the limitation was justified.</li> <li>d. Examine contract files and determine a cost or price analysis was performed in connection with procurement actions, including contract modifications and this analysis supported the procurement action.</li> <li>e. Verify the awarding federal agency approved procurements exceeding \$100,000 when such approval was required. Procurements (1) awarded by non-competitive negotiations, (2) awarded when only a single bid or offer was received, (3) awarded to other than the apparent low bidder, or (4) specifying a "brand name" product require prior federal awarding agency approval.</li> </ul> <p><i>The following only apply to states and federal awards subgranted by the state to the District:</i></p> <ul style="list-style-type: none"> <li>1. Test a sample of procurements to determine if the state's laws and procedures were followed and the policies and procedures used were the same as for state funds.</li> </ul> <p><i>The following procedure applies to all non-federal entities:</i></p> <ul style="list-style-type: none"> <li>1. Test a sample of procurements and subawards to determine if the District performed a verification check for covered transactions by checking the System for Award Management (SAM) website (<a href="http://www.sam.gov">www.sam.gov</a>), collecting a certification from the entity or adding a clause or condition to the covered transaction with the entity.</li> <li>2. Test a sample of procurement and subawards against SAM and determine if contracts or subawards were awarded to suspended or debarred parties.</li> </ul>					

**DISTRICT** Sample District**June 30, 2014****SINGLE AUDIT  
COMMON REQUIREMENTS**

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<p>J. <u>PROGRAM INCOME:</u></p> <ol style="list-style-type: none"> <li>1. Identify any program income. <ol style="list-style-type: none"> <li>a. Review laws and regulations, the provisions of contract and grant agreements applicable to the program and determine if program income was anticipated and, if so, the requirements for recording and using program income.</li> <li>b. Inquire of management and review accounting records to determine if program income was received.</li> </ol> </li> <li>2. Perform tests to verify all program income was properly recorded in the accounting records.</li> <li>3. Perform tests to determine if program income was used in accordance with the program requirements.</li> </ol> <p>K. <u>REAL PROPERTY ACQUISITION AND RELOCATION ASSISTANCE:</u></p> <ol style="list-style-type: none"> <li>1. Determine whether the District is administering a federal or federally-assisted program which includes the acquisition of property or the displacement of households or businesses.</li> <li>2. Property Acquisition: <ol style="list-style-type: none"> <li>a. Appraisal – test records to verify: <ol style="list-style-type: none"> <li>1) The just compensation amount offered the property owner was determined by an appraisal process.</li> <li>2) The appraisal(s) was examined by a review appraiser.</li> <li>3) The review appraiser prepared a signed statement which explains the basis for adjusting comparable sales to reach the review appraiser's determination of the fair market value.</li> </ol> </li> <li>b. Negotiations – verify from supporting documentation: <ol style="list-style-type: none"> <li>1) A written offer of the appraised value was made to the property owner.</li> <li>2) A written justification was prepared if the purchase price for the property exceeded the amount offered and the documentation (e.g., recent court awards, estimated trial cost, etc.) supports such administrative settlement as being reasonable, prudent and in the public interest.</li> </ol> </li> </ol> </li> </ol>					

**DISTRICT** Sample District**June 30, 2014****SINGLE AUDIT  
COMMON REQUIREMENTS**

<b>PROCEDURE</b>	<b>OBJ.</b>	<b>DONE BY</b>	<b>W/P REF</b>	<b>N/A</b>	<b>REMARKS</b>
<ul style="list-style-type: none"> <li>c. Residential Relocations – verify from supporting documentation the non-federal entity made available to the displaced persons one or more comparable replacement dwellings.</li> <li>3. Replacement Housing Payments – Examine the District’s records to verify and determine if there is documentation which supports the following:               <ul style="list-style-type: none"> <li>a. The owner occupied the displacement dwelling for at least 180 days immediately prior to initiation of negotiations.</li> <li>b. The District examined at least three comparable replacement dwellings available for sale and computed the payment on the basis of the price of the dwelling most representative of the displacement dwelling.</li> <li>c. The asking price for the comparable dwelling was adjusted, to the extent justified by local market data, to recognize local area selling price reductions.</li> <li>d. The allowance for increased mortgage costs “buy down” amounts was computed based on the remaining principal balance, the interest rate, and the remaining term of the old mortgage on the displacement dwelling.</li> <li>e. The District prepared written justification on the need to employ last resort housing provisions, if the total replacement housing payment exceeded \$22,500.</li> </ul> </li> <li>4. Rental or Downpayment Assistance – Examine the District’s records to determine if there is documentation which supports the following:               <ul style="list-style-type: none"> <li>a. The displacee occupied the displacement dwelling for at least 90 days immediately prior to initiation of negotiations.</li> <li>b. The displacee rented, or purchased, and occupied a decent, safe, and sanitary replacement dwelling within one year.</li> <li>c. The District prepared written justification if the payment exceeded \$5,250.</li> </ul> </li> <li>5. Business Relocations               <ul style="list-style-type: none"> <li>a. Moving expenses – Verify payments for moving and related expenses were for actual costs incurred or fixed payments, in lieu of actual costs, were limited to a maximum of \$20,000 and computed based on the average annual net earnings of the business as evidenced by income tax returns, certified financial statements, or other reliable evidence.</li> </ul> </li> </ul>					

**DISTRICT** Sample District**June 30, 2014****SINGLE AUDIT  
COMMON REQUIREMENTS**

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<p>b. Business Reestablishment Expense – Verify (1) the displacee was eligible as a farm operation, non-profit organization or a small business to receive reestablishment assistance and (2) the payment was for actual costs incurred and did not exceed \$10,000.</p> <p>L. <u>REPORTING:</u></p> <ol style="list-style-type: none"> <li>1. Review applicable laws, regulations, the provisions of contract and grant agreements pertaining to the program for reporting requirements.</li> <li>2. Determine the types and frequency of required reports.</li> <li>3. Obtain and review federal awarding agency, or pass-through entity in the case of a subrecipient, instructions for completing the reports. <ol style="list-style-type: none"> <li>a. For financial reports, determine the accounting basis used in reporting the data (i.e. cash or accrual).</li> <li>b. For performance and special reports, determine the criteria and methodology used in compiling and reporting the data.</li> </ol> </li> <li>4. Perform appropriate analytical procedures and determine the reason for any unexpected differences. Examples of analytical procedures include: <ol style="list-style-type: none"> <li>a. Comparing current period reports to prior periods.</li> <li>b. Comparing anticipated results to the data included in the reports.</li> <li>c. Comparing information obtained during the audit of the financial statements to the report.</li> </ol> </li> <li>5. Select a sample of each of the following report types. <ol style="list-style-type: none"> <li>a. Financial reports: <ol style="list-style-type: none"> <li>1) Determine if the financial reports were prepared in accordance with the required accounting basis.</li> <li>2) Trace the amounts reported to accounting records which support the audited financial statements and the schedule of expenditures of federal awards and verify agreement.</li> </ol> </li> <li>b. Performance reports. <ol style="list-style-type: none"> <li>1) Trace data to records which accumulate and summarize data.</li> <li>2) Perform tests of the underlying data to verify the data were accumulated and summarized in accordance with the required or stated criteria and methodology.</li> </ol> </li> </ol> </li> </ol>					

**DISTRICT** Sample District**June 30, 2014****SINGLE AUDIT  
COMMON REQUIREMENTS**

<b>PROCEDURE</b>	<b>OBJ.</b>	<b>DONE BY</b>	<b>W/P REF</b>	<b>N/A</b>	<b>REMARKS</b>
<ul style="list-style-type: none"> <li>c. When intervening computations or calculations are required between the records and the reports, trace reported data elements to supporting worksheets or other documentation which link reports to data.</li> <li>d. Test mathematical accuracy of reports and supporting worksheets.</li> </ul> <p>6. Test selected reports for completeness</p> <ul style="list-style-type: none"> <li>a. For financial reports, review accounting records and determine if all applicable accounts were included in the sampled reports.</li> <li>b. For performance and special reports, review supporting records and determine if all applicable data elements were included in the sampled report.</li> </ul> <p>7. Obtain written representation from management the reports provided to the auditor are true copies of the reports submitted or electronically transmitted to the federal awarding agency or pass-through entity in the case of a subrecipient.</p> <p><b>M. <u>SUBRECIPIENT MONITORING:</u></b></p> <ul style="list-style-type: none"> <li>1. Review the District's subrecipient monitoring policies and procedures and discuss with the District's staff to gain an understanding of the scope, frequency and timeliness of monitoring activities, including the number, size and complexity of awards to subrecipients.</li> <li>2. Test award documents to determine if the District makes subrecipients aware of the award information and requirements imposed by law, regulations and the provisions of contract and grant agreements and the activities approved in the award documents were allowable.</li> <li>3. Review the District's documentation of during-the-award subrecipient monitoring to determine if the District provides reasonable assurance subrecipients used federal funds for authorized purposes, complied with laws and regulations, provisions of contracts and grant agreements and achieve performance goals.</li> <li>4. Review the District's follow-up to ensure corrective action on deficiencies noted during-the-award monitoring.</li> <li>5. Verify the District receives audit reports from subrecipients required to have an audit in accordance with OMB Circular A-133, issues timely management decisions on audit findings within six months after receipt of the subrecipient's audit report and requires subrecipients to take appropriate and timely corrective action on deficiencies identified in audit findings.</li> </ul>					

**DISTRICT** Sample District**June 30, 2014****SINGLE AUDIT  
COMMON REQUIREMENTS**

<b>PROCEDURE</b>	<b>OBJ.</b>	<b>DONE BY</b>	<b>W/P REF</b>	<b>N/A</b>	<b>REMARKS</b>
6. Verify the District took appropriate action using sanctions in cases of continued inability or unwillingness of a subrecipient to have required audits. 7. Verify the effects of subrecipient non-compliance are properly reflected in the District's records. 8. Document the District's procedures for monitoring subrecipients who are not required to have an A-133 audit (total expenditures of federal awards of less than \$500,000). Review the procedures for reasonableness and adequacy.					
<b>N. <u>SPECIAL TESTS AND PROVISIONS:</u></b> 1. Review the laws, regulations, provisions of grant, and contract agreements to identify special tests and provisions. 2. Develop procedures to test these requirements.					



**June 30, 2014**

**SINGLE AUDIT**

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<b>MISCELLANEOUS PROVISIONS:</b>					
A. If the District is a pass-through agency of federal funds, ensure the appropriate receipts/revenues and disbursements/expenditures are recognized in compliance with GASB 24.					
B. Prepare the Data Collection Form. (The federal programs listed in Part III should be in the same order as the Schedule of Expenditures of Federal Awards and any program with ARRA funds should be listed on a separate line and include the prefix "ARRA - " in the federal grant program name).					
C. Prepare notification letters to pass-through entities not required to receive a reporting package.					
D. Obtain Corrective Action Plan for Federal Audit Findings from District (prepared on District letterhead) and review for propriety.					
E. Obtain Summary Schedule of Prior Federal Audit Finding from District (prepared on District letterhead) and review for propriety.					
F. Determine if risk of material misstatement due to fraud or error has changed based on results of substantive tests performed. If so, perform appropriate procedures.					
<b>ALTERNATE/ADDITIONAL PROCEDURES:</b>					
<b>CONCLUSION:</b>					
We have performed procedures sufficient to achieve the audit objectives for single audit and the results of these procedures are adequately documented in the accompanying workpapers.					
Incharge Manager _____ Independent Reviewer _____	Date _____ Date _____				

**DISTRICT** Sample District**June 30, 2014****28E ENTITIES WITH GROSS RECEIPTS  
OVER \$100,000**

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<b>Audit Objectives:</b>  <b>A. To provide for the audit of financial condition and transactions of 28E entities accounted for by the District in accordance with Chapter 11.6 of the Code of Iowa.</b>  <b>Audit Procedures:</b>  A. Determine any 28E entities the District performs receipt and disbursement functions for which had gross receipts in excess of \$100,000 during the fiscal year.  B. Discuss with a responsible official of the 28E's governing body the Code requirement for an audit and determine whether the governing body wants the audit conducted at the same time as the District's audit: <ol style="list-style-type: none"> <li>Document name of responsible official and discussion.</li> <li>Obtain the entity's concurrence to conduct the audit. Ask for the concurrence in writing. Governing body action may be required.</li> <li>Discuss billing arrangements.</li> </ol> C. If the 28E entity concurs to an audit, perform the following: <ol style="list-style-type: none"> <li>Review and document the entity's internal controls.</li> <li>Minutes <ol style="list-style-type: none"> <li>Review minutes and document significant action, including subsequent events.</li> <li>Determine and document whether minutes were properly signed.</li> <li>Determine, on a test basis, if meetings were preceded by proper notice. (Chapter 21.4 of the Code of Iowa).</li> <li>Determine if the minutes show information sufficient to indicate the vote of each member present as required by Chapter 21.3 of the Code of Iowa.</li> <li>Determine if minutes document the governing body followed proper proceedings for any closed sessions. (Chapter 21.5 of the Code of Iowa). <ol style="list-style-type: none"> <li>The session was closed by affirmative roll call vote of at least two-thirds of the members.</li> <li>The specific exemption under Chapter 21.5 of the Code of Iowa was identified and documented.</li> <li>Final action was taken in open session.</li> </ol> </li> </ol> </li> </ol>	A				

**June 30, 2014**

**28E ENTITIES WITH GROSS RECEIPTS  
OVER \$100,000**

[illegible]

**DISTRICT** Sample District**June 30, 2014****EARLY CHILDHOOD IOWA AREA BOARD**

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<b>Audit Objectives:</b> <b>A. To audit the Early Childhood Iowa Area Board's financial activity, in accordance with Chapter 256I.5 of the Code of Iowa and the State Early Childhood Iowa Board approved procedures.</b>  <b>Audit Procedures:</b> A. Identify if the District is the fiscal agent for an Early Childhood Iowa Area Board (also known as an Empowerment Board). B. Review the audit requirements of Chapter 256I.5 of the Code of Iowa pertaining to Early Childhood Iowa Area Boards: 1. An Area Board with \$500,000 or more of federal expenditures is required to receive a Single Audit in accordance with OMB Circular A-133, <u>Audits of States, Local Governments, and Non-Profit Organizations</u> . (Note: The early childhood funding is federal and the school ready funding is state.) 2. An Area Board with less than \$500,000 in federal expenditures may choose to have the State Board approved procedures performed in conjunction with the audit of the District (fiscal agent). C. Discuss with responsible officials of the Area Board the audit requirements for the Area Board's financial activity. 1. Document name of responsible officials. 2. Document the Area Board's decision for conducting a separate audit or procedures performed with the District's audit. 3. Discuss billing arrangements. D. If procedures are to be performed as a part of the District's audit, discuss with the appropriate District officials. E. Perform the State Board approved procedures including: (Note: State Board approved procedures are available at <a href="http://www.state.ia.us/earlychildhood/files/toolkit_to_ols/Tool_UU.pdf">http://www.state.ia.us/earlychildhood/files/toolkit_to_ols/Tool_UU.pdf</a> ) 1. Internal controls a. Gain an understanding of the programs administered by the Area Board. b. Review relevant policies and procedures established by the Area Board. c. Review and document the Area Board's internal controls. Controls to be reviewed include the following transaction cycles/areas: 1) Receipts.					
	A				

**DISTRICT** Sample District**June 30, 2014****EARLY CHILDHOOD IOWA AREA BOARD**

<b>PROCEDURE</b>	<b>OBJ.</b>	<b>DONE BY</b>	<b>W/P REF</b>	<b>N/A</b>	<b>REMARKS</b>
<ul style="list-style-type: none"> <li>2) Disbursements.</li> <li>3) Monitoring of provider contracts.</li> <li>4) Eligibility determinations.</li> <li>3) Annual financial reporting.</li> </ul> <p>2. Obtain the Area Board's summary of financial data included in the annual report. Verify for accuracy and trace to the underlying accounting records. (Note: The annual report is required to be prepared on a GAAP basis.)</p> <p>3. Confirm state receipts and trace amounts into the accounting records. Verify the receipts have been properly distributed between the early childhood and school ready programs.</p> <p>4. Select disbursement items and test for the following:</p> <ul style="list-style-type: none"> <li>a. The disbursement was properly authorized.</li> <li>b. The disbursement is properly supported. (Note: Provider contracts should be reviewed to ensure documentation requirements are met.)</li> <li>c. The disbursement was charged to the proper program and funding category. See "tools" at <a href="http://www.state.ia.us/earlychildhood/local_system/Tools/tool_kit_tools_new.html">http://www.state.ia.us/earlychildhood/local_system/Tools/tool_kit_tools_new.html</a> which document the allowable activities of each program/funding category. <ul style="list-style-type: none"> <li>1) Early Childhood program (Tool G) – Funding categories: <ul style="list-style-type: none"> <li>• Administrative</li> <li>• Program</li> </ul> </li> <li>2) School Ready program (Tool G) - Funding categories: <ul style="list-style-type: none"> <li>• Family support and parent education (Tool FF)</li> <li>• Preschool tuition assistance (Tool CC)</li> <li>• Quality improvement (Tool II)</li> <li>• General Aid (Administrative and other services) (Tool G)</li> </ul> </li> </ul> </li> <li>d. Scan disbursements for unusual items and items which do not appear to meet or be in agreement with how the funds are to be spent. Investigate and report accordingly.</li> </ul> <p>5. Fund balances:</p> <ul style="list-style-type: none"> <li>a. Verify the fund balances by category reported on the summary of financial data agree with the financial records maintained by the District.</li> </ul>					

**DISTRICT** Sample District**June 30, 2014****EARLY CHILDHOOD IOWA AREA BOARD**

<b>PROCEDURE</b>	<b>OBJ.</b>	<b>DONE BY</b>	<b>W/P REF</b>	<b>N/A</b>	<b>REMARKS</b>
<p>b. Recalculate the amount of carry forward for the school ready funding reported by the Area Board and determine if the amount exceeded 20%. (Note: A carry forward exceeding 20% will result in a reduction to the next year's school ready allocation.)</p> <p>c. Review the fund balances by category for deficits and report accordingly.</p> <p>6. Completion of audit:</p> <p>a. Include the Area Board's summary of financial data in a footnote disclosure.</p> <p>b. Include comments and recommendations for internal control weaknesses noted (significant deficiencies and material weaknesses).</p> <p>c. Include statutory comment regardless of whether there are instances of non-compliance.</p> <p>d. Conduct an exit conference with Area Board officials.</p> <p>e. Summarize and evaluate misstatements noted during the audit.</p> <p>f. Obtain signatures on the representation letter.</p> <p>g. Submit an electronic (PDF format) copy of the audit report, including the management letter(s), if issued separately, to the Iowa Department of Management by email attachment to <a href="mailto:Shanell.wagler@iowa.gov">Shanell.wagler@iowa.gov</a>.</p> <p>F. Determine if the risk of material misstatement due to fraud or error has changed based on results of substantive tests performed. If so, perform appropriate procedures.</p> <p><u>ALTERNATE/ADDITIONAL PROCEDURES:</u></p> <p><u>CONCLUSION:</u></p> <p>We have performed procedures sufficient to achieve the audit objectives for the Early Childhood Iowa Area Board and the results of these procedures are adequately documented in the accompanying workpapers.</p> <p>Incharge _____ Date _____</p> <p>Manager _____ Date _____</p> <p>Independent Reviewer _____ Date _____</p>					

**DISTRICT** Sample District**June 30, 2014****COMPLETION OF AUDIT**

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<b>Audit Objectives and Related Assertions:</b> <b>A. Written representations have been obtained from responsible officials.</b> <b>B. Misstatements discovered during the audit have been evaluated.</b> <b>C. Financial statements are fairly presented and disclosures are adequate. (10,11,12,13)</b> <b>D. The effect on the auditor's report of GAAP departures, scope limitations, uncertainties, other auditors, or other matters has been evaluated.</b> <b>E. Significant deficiencies and material weaknesses have been summarized and communicated to the appropriate parties.</b> <b>F. Significant commitments, contingencies and subsequent events which may require disclosure have been identified. (10,11,12,13)</b> <b>Audit Procedures:</b> <b>A. Inquire as to whether all funds have been brought to our attention.</b> <b>B. Review ending account balances for material deficits and include comment, if appropriate, in report. Document the District's plans to eliminate deficit, if any.</b> <b>C. Identify any commitments, contingencies, and subsequent events which may require disclosure.</b> <ol style="list-style-type: none"> <li>1. In connection with litigation and claims, perform the following procedures: <ol style="list-style-type: none"> <li>a. Obtain from District officials a description and evaluation of litigation and asserted and unasserted claims.</li> <li>b. Examine documents in the District's possession concerning the above matters.</li> <li>c. Review invoices for legal services and consider whether any other matters in addition to the above were disclosed during the course of the audit.</li> <li>d. Review attorney's letter for matters requiring disclosure.</li> </ol> </li> <li>2. Complete review of minutes through the end of fieldwork for subsequent events.</li> <li>3. Scan records subsequent to period under audit for significant unusual receipts, payments and non-standard entries.</li> </ol> <b>D. Determine if footnote disclosure is needed and obtain documentation for the following items (For Districts with unusual types of activities, consider reviewing the AICPA disclosure checklist):</b> <ol style="list-style-type: none"> <li>1. Lease commitments (capital and operating leases).</li> <li>2. Construction commitments.</li> </ol>					
	F				
	F				
	C,F				

**DISTRICT** Sample District**June 30, 2014****COMPLETION OF AUDIT**

<b>PROCEDURE</b>	<b>OBJ.</b>	<b>DONE BY</b>	<b>W/P REF</b>	<b>N/A</b>	<b>REMARKS</b>
3. Contracts. 4. Termination benefits. 5. OPEB and pension benefits. 6. Subsequent events. 7. Lawsuits. 8. Other commitments and contingencies (including outstanding indebtedness of others guaranteed by the District; moral obligations; and no-commitment debt). 9. Health insurance trust. 10. Relationships with organizations other than component units: a. Related organizations. b. Joint ventures. c. Jointly governed organizations. d. Component units and related organizations with joint venture characteristics. e. Pools. f. Undivided interests. g. Cost-sharing arrangements. 11. Other pertinent information. E. Summarize and evaluate misstatements noted during the audit, if any. 1. Determine whether uncorrected misstatements are material, individually or in the aggregate. Consider the following: (AU 450.11) a. the size and nature of the misstatements, both in relation to particular classes of transactions, account balances or disclosures and the financial statements as a whole, and the particular circumstances of their occurrence and, b. the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures and the financial statements as a whole. 2. In communicating misstatements to management, the auditor should: (AU 450.07-.10) a. Request management to examine the entire class of transactions, account balance or disclosure to identify and correct misstatements in cases where the auditor evaluates the amount of likely misstatement from a sample as material. b. Request management review the assumptions and methods used in developing management's estimate in those cases where the auditor has identified a likely misstatement involving differences in estimates used by management.	B				



**DISTRICT** Sample District**June 30, 2014****COMPLETION OF AUDIT**

<b>PROCEDURE</b>	<b>OBJ.</b>	<b>DONE BY</b>	<b>W/P REF</b>	<b>N/A</b>	<b>REMARKS</b>
<ul style="list-style-type: none"> <li>c. Reevaluate the amount of likely misstatement after management has performed a. and b. above.</li> <li>d. Obtain an understanding of management's reasons for not making corrections of known or likely misstatements and take into account when evaluating if the misstatement is material.</li> </ul>					
F. Document the reconciliation of the financial statements to the accounting records.	C				
G. Obtain District's concurrence on proposed adjusting journal entries.					
H. Determine and document whether there could be substantial doubt about the District's ability to continue as a going concern. (AU 570)	D				
I. Inquire of District officials about existence of material subsequent transactions or events and significant matters unresolved at year-end.	F				
J. Determine and document the type of opinion rendered for each opinion unit and on compliance, if applicable. Document reasons for variances from unmodified opinions and discuss the reasons with those charged with governance.	C,D				
K. Summarize significant deficiencies and material weaknesses including those communicated in previous audits which have not yet been remediated and include in written communication to management and those charged with governance no later than 60 days following the report release date. (AU 265.11-.13)	E				
<ul style="list-style-type: none"> <li>1. Indicators of material weaknesses in internal control include the following (AU 265..09-.10): <ul style="list-style-type: none"> <li>a. Identification of fraud, whether or not material, on the part of senior management.</li> <li>b. Restatement of previously issued financial statements to reflect the correction of a material misstatement due to fraud or error.</li> <li>c. Identification by the auditor of a material misstatement in the financial statements under audit in circumstances which indicate the misstatement would not have been detected by the District's internal control.</li> <li>d. Ineffective oversight of the District's financial reporting and internal control by those charged with governance.</li> </ul> </li> </ul>					
L. Draft the audit report, including opinions, financial statements, notes, required supplementary information, supplementary information, other information and other reports. Determine preparation of the draft audit report will not impair independence.	C,E				

**DISTRICT** Sample District**June 30, 2014****COMPLETION OF AUDIT**

<b>PROCEDURE</b>	<b>OBJ.</b>	<b>DONE BY</b>	<b>W/P REF</b>	<b>N/A</b>	<b>REMARKS</b>
<p>M. Send the draft financial statements to the District and obtain the District's approval:</p> <p>1. Date sent to District _____</p> <p>2. Date District approved _____</p> <p>N. Perform the following procedures related to supplementary information (SI) as required by AU 725.05 and AU 725.07:</p> <p>1. Determine all of the following conditions are met when determining the SI presented is fairly stated, in all material respects, in relation to the financial statements as a whole:</p> <p>a. The SI was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements.</p> <p>b. The SI relates to the same period as the financial statements.</p> <p>c. The financial statements were audited and the auditor served as the principal auditor in that engagement.</p> <p>d. Neither an adverse opinion or disclaimer of opinion was issued on the financial statements.</p> <p>e. The SI will accompany the District's audited financial statements or such audited financial statements will be made readily available by the District.</p> <p>2. The following procedures should be performed using the same materiality level used in the audit of the financial statements:</p> <p>a. Inquire of management about the purpose of the SI and the criteria used by management to prepare the SI.</p> <p>b. Determine whether the form and content of the SI complies with the applicable criteria.</p> <p>c. Obtain an understanding about the methods of preparing the SI and determine whether the methods have changed from those used in the prior year and the reasons for any such changes.</p> <p>d. Compare and reconcile the SI to the underlying accounting and other records used in preparing the financial statements.</p> <p>e. Inquire of management about any significant assumptions or interpretations underlying the measurement or presentation of the SI.</p> <p>f. Evaluate the appropriateness and completeness of the SI considering the results of the procedures performed and other knowledge obtained during the audit of the financial statements.</p>	C				

**DISTRICT** Sample District**June 30, 2014****COMPLETION OF AUDIT**

<b>PROCEDURE</b>	<b>OBJ.</b>	<b>DONE BY</b>	<b>W/P REF</b>	<b>N/A</b>	<b>REMARKS</b>
<p>O. Perform the following limited procedures to Required Supplementary Information (RSI), as required by AU 730.05:</p> <ol style="list-style-type: none"> <li>1. Inquire of management about the methods used in preparing the information, including: <ol style="list-style-type: none"> <li>a. Whether RSI has been measured and presented in accordance with prescribed guidelines.</li> <li>b. Whether methods of measurement or presentation changed from those used in the prior year and the reasons for any such changes.</li> <li>c. Whether there are any significant assumptions or interpretations underlying the measurement or presentation of the information.</li> </ol> </li> <li>2. Compare the information for consistency with management's responses to the foregoing inquiries, the basic financial statements and other knowledge obtained during the audit of the basic financial statements.</li> </ol> <p>P. Review the reasonableness of the Management's Discussion and Analysis which is limited to the following required elements: (GASB 34 par.11)</p> <ol style="list-style-type: none"> <li>1. A brief discussion of the basic financial statements, including the relationships of the financial statements to each other and the significant differences in the information they provide.</li> <li>2. Condensed financial information derived from the entity-wide financial statements comparing the current year to the prior year.</li> <li>3. An analysis of the government's overall financial position and results of operations to assist users in assessing whether financial position has improved or deteriorated as a result of the year's operations.</li> <li>4. An analysis of balances and transactions of individual funds. The analysis should address the reasons for significant changes in fund balances or fund net position and whether restrictions, commitments or other limitations significantly affect the availability of fund resources for future use.</li> <li>5. An analysis of significant variations between original and final budget amounts and between final budget amounts and actual budget results for the General Fund.</li> <li>6. A description of significant capital asset and long-term debt activity during the year, including commitments made for capital expenditures, changes in credit ratings and debt limitations which may affect the financing of planned facilities or services.</li> <li>7. If applicable, a discussion of the modified approach to report some or all of the infrastructure assets.</li> </ol>					

**DISTRICT** Sample District**June 30, 2014****COMPLETION OF AUDIT**

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<p>8. A description of currently known facts, decisions or conditions which are expected to have a significant effect on financial position or results of operations.</p> <p>Q. For other information included in the audited financial statements (such as the introductory and statistical section in CAFR audits) (AU 720):</p> <p>1. Read the other information to identify possible material inconsistencies with the audited financial statements or apparent material misstatements of facts and follow the guidance if either is identified.</p> <p>2. Communicate with those charged with governance any procedures performed and the results.</p> <p>R. Determine information presented as other information in the statistical section of a Comprehensive Annual Financial Report (CAFR) complies with GASB 44 requirements.</p> <p>S. Perform a retrospective review of significant accounting estimates reflected in the prior year financial statements and consider whether the underlying assumptions in the prior year indicate a possible bias on the part of management. Consider whether the results of the review provide additional information about possible bias in making current year estimates. If possible bias is identified, evaluate whether the circumstances represent a risk of material misstatement due to fraud. (AU 240.32)</p> <p>T. Determine whether the comparability of the financial statements between periods has been materially affected by a change in accounting principle or by adjustments to correct a material misstatement in previously issued financial statements. (AU 708)</p> <p>U. Evaluate and document the business rationale for significant unusual transactions. (AU 240.32)</p> <p>V. Perform analytical procedures for overall review of financial statements. Document the consideration of the following:</p> <p>1. The adequacy of evidence gathered in response to unusual or unexpected balances identified in planning the audit or in the course of the audit.</p> <p>2. Unusual or unexpected balances or relationships which were not previously identified.</p> <p>W. Conduct an exit conference with the District. In addition to the District Secretary and Superintendent, request the Board President or Board Member attend and include the Audit Committee, if possible. Document communication of:</p> <p>1. Report findings.</p> <p>2. Non-report findings.</p> <p>3. Audit and accounting problems which may affect the audit bill.</p>	C				
	C				
	E				

**June 30, 2014**

## COMPLETION OF AUDIT

PROCEDURE	OBJ.	DONE BY	W/P REF	N/A	REMARKS
<p>X. Obtain written representations signed by the Superintendent and District Secretary.</p> <ol style="list-style-type: none"> <li>1. Modify, as necessary, for related party/business transactions, federal financial assistance representations, obsolete inventories, work of a specialist, supplementary information, required supplementary information and/or other items.</li> <li>2. Prepared on District's letterhead.</li> <li>3. Dated same date as auditor's reports as determined in AU 700.41.</li> </ol>	A				
<p>Y. Complete the budget and time summary including explanation of significant variances from budget and recommendations for next year (if applicable). Note billing instructions if applicable.</p>					
<p>Z. Determine the appropriate date of the auditor's reports. In accordance with AU 700.41, the auditor's report should not be dated earlier than the date on which the auditor has obtained sufficient evidence to support the opinion. Sufficient evidence includes evidence the audit documentation has been reviewed and the financial statements, including disclosures, have been prepared and management has asserted it has taken responsibility for the financial statements.</p>					
<p>AA. Determine and include footnote disclosures if necessary for subsequent events occurring between end of fieldwork and the date of the auditor's report. (May require verbal update of attorney letter, review of subsequent minutes and auditee inquiry)</p>	F				
<p>BB. Major Federal Program Subsequent Events</p> <ol style="list-style-type: none"> <li>1. Perform procedures up to the report date to identify subsequent events related to the District's compliance during the period covered by the auditor's report on compliance: <ol style="list-style-type: none"> <li>a. Inquire of management.</li> <li>b. Review relevant internal audit reports issued during the subsequent period.</li> <li>c. Review other auditors' reports issued during the subsequent period.</li> <li>d. Review grantors and pass through entities reports issued during the subsequent period.</li> <li>e. Review information about noncompliance obtained through other professional engagements performed for the District.</li> </ol> </li> </ol>					

**June 30, 2014**

## COMPLETION OF AUDIT

[illegible]

**June 30, 2014**

[illegible]

## CONFERENCES

[illegible]



**DISTRICT** Sample District**June 30, 2014****SIGNIFICANT FINDINGS  
FROM THE AUDIT**

IN ATTENDANCE:

<u>District</u>		<u>Auditor</u>	
<u>Name</u>	<u>Title</u>	<u>Name</u>	<u>Title</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The auditor should communicate significant findings from the audit with those charged with governance, including the following matters (AU 250.21 and AU 260.12 through AU 260.14):

(A) Accounting Policies

Significant accounting policies used by the District are described in Note 1 to the financial statements. Except as noted below, no new accounting policies were adopted and the application of existing policies was not changed during the fiscal year. Except as noted below, we noted no instances where an otherwise acceptable accounting practice is not appropriate to the circumstances of the District.

Exceptions:

(B) Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility future events affecting them may differ significantly from those expected. We evaluated key factors and assumptions used in the significant estimates used by the District in determining the reasonableness in relation to the financial statements taken as a whole.

List significant estimates:

(C) Difficulties Encountered in Performing the Audit

Except as noted below, we encountered no significant difficulties in dealing with management in performing and completing our audit.

Exceptions:

**DISTRICT** Sample District**June 30, 2014****SIGNIFICANT FINDINGS  
FROM THE AUDIT****(D) Nonaudit Services**

We have met the requirements for performing nonaudit services under paragraph 3.37 and 3.39 of the 2011 Yellow Book. Except as noted below, no nonaudit services were provided.

Exceptions:

**(E) Uncorrected Misstatements**

We have provided management with a listing of all uncorrected misstatements identified during the audit in the management representation letter. In our judgment, none of the uncorrected misstatements, either individually or in the aggregate, indicate matters which could have a significant effect on the District's financial reporting process.

**(F) Disagreements with Management**

Professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting or auditing matter which could be significant to the financial statements or the auditor's report. Except as noted below, no such disagreements arose during the course of our audit.

Exceptions:

**(G) Corrected Misstatements**

The following corrected misstatements were brought to the attention of management as a result of the audit procedures performed:

**(H) Consultation with Other Independent Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion which may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine the consultant has all the relevant facts. Except as noted below, there were no such consultations with other accountants.

Exceptions:

**DISTRICT** Sample District**June 30, 2014****SIGNIFICANT FINDINGS**  
**FROM THE AUDIT**(I) Significant Issues

Significant issues arising from the audit which were discussed, or were the subject of correspondence, with management.

List any significant issues:

(J) Comments

We have provided our written comments and recommendations regarding the District's financial statements and operations, including matters involving noncompliance with laws and regulations.

Acknowledgement:

---

Governing Body Representative

---

Date

**DISTRICT** Sample District**June 30, 2014****ITEMS FOR COMMENT-  
STATUTORY AND OTHER LEGAL MATTERS**

W/P Ref	Item Description	Repeat of Prior Year		In Comp- Liance		Report Non-Compliance		Comment Number	Non- Report
		Y	N	Y	N	Mat- erial <sub>1</sub>	Non- Material <sub>2</sub>		
	Required:								
	Certified Budget								
	Questionable Expenditures/ Disbursements								
	Travel Expense								
	Business Transactions								
	Bond Coverage								
	Board Minutes								
	Certified Enrollment								
	Supplementary Weighting								
	Deposits and Investments								
	Certified Annual Report								
	Categorical Funding								
	Secure an Advanced Vision for Education Fund Revenue								
	Early Childhood Iowa Area Board (if applicable)								
	Other non-compliance:								

1 - Reported in Findings Related to the Basic Financial Statements.

2 - Reported in Other Findings Related to Required Reporting.

**June 30, 2014**

[illegible]

1 - Reported in Findings Related to the Basic Financial Statements.  
2 - Reported in Other Findings Related to Required Reporting.

**DISTRICT** Sample District**June 30, 2014****ITEMS FOR COMMENT**

The following guidance should be used by the auditor to evaluate the control deficiencies identified (AU 265):

**Definitions:**

Deficiency in Internal Control – exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis.

Significant Deficiency – a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Material Weakness – a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility a material misstatement of the financial statements will not be prevented or detected and corrected on a timely basis.

Reasonable Possibility – exists when the likelihood of the event is either reasonably possible (chance of future event or events occurring is more than remote but less than likely) or probable (future event or events are likely to occur).

Magnitude – refers to the extent of the misstatement that could have occurred, or actually occurred, since misstatements include both potential and actual misstatements.

Factors affecting the magnitude of a misstatement which might result from a deficiency or deficiencies include, but are not limited to, the following:

- The financial statement amounts or total of transactions exposed to the deficiency.
- The volume of activity (in the current period or expected in future periods) in the account or class of transactions exposed to the deficiency.

Risk factors affect whether there is a reasonable possibility a deficiency, or a combination of deficiencies, will result in a misstatement of any account balance or disclosure. The factors include, but are not limited to, the following:

- The nature of the financial statement accounts, classes of transactions, disclosures and assertions involved.
- The cause and frequency of the exceptions as a result of the deficiency, or deficiencies, in internal control.
- The susceptibility of the related asset or liability to loss or fraud.
- The subjectivity, complexity or extent of judgment required to determine the amount involved.
- The interaction or relationship of the control(s) with other controls.
- The interaction with other deficiencies in internal control.
- The possible future consequences of the deficiency, or deficiencies, in internal control.
- The importance of the controls to the financial reporting process.

**June 30, 2014**

### ITEMS FOR COMMENT

[illegible]

C = Deficiency is less severe than a material weakness, yet merits attention of those charged with governance

When evaluating the above internal controls deficiencies (D/C):

- 1) (AU 265.09) Did the auditor determine whether multiple deficiencies which affect the same significant account or disclosure, relevant assertion, or component of internal control (if applicable), may, in combination, constitute a significant deficiency or a material weakness? \_\_\_\_\_ Yes
- 2) (AU 265.10) For a deficiency or combination of deficiencies not considered a material weakness by the auditor, did the auditor consider whether prudent officials having knowledge of the same facts or circumstances, would likely reach the same conclusion? \_\_\_\_\_ Yes

**June 30, 2014**

[illegible]



DISTRICT Sample District

Fiscal Year Ended 6-30-14

Prepared By	Initial	Date
Reviewed By		

Fund Type or Account Group \_\_\_\_\_

This form should be used to accumulate known audit differences by opinion unit detected by non-sampling substantive tests (including differences in accounting estimates) and projected audit differences from substantive tests which used sampling. A separate Audit Difference Evaluation Form should be maintained for each fund type and account group. Use whole dollars only.

			Financial Statements Effect - Amount of Over (Under) Statement of:							
Description (Nature) of Audit Difference	Amount	Work- paper Ref.	Total Assets	Total Liab.	Fund Equity	Revenues	Expend.	Excess of Rev. over Expend. (a)	Working Cap. (b)	Mgr. Appr.
Unadjusted audit differences - this year										
Effect of unadjusted audit differences - last year										
Net audit difference										
Financial statement caption totals										
Net audit differences as a % of F/S captions										

(a) For a proprietary fund type, this column would show the effect on net income. Planning Materiality \$ \_\_\_\_\_  
(b) This column would only be used for a proprietary fund type.

Are any of the audit differences identified above indicative of fraud?	If yes, contact the Manager	Yes _____	No _____
Are any of the audit differences qualitatively material?	If yes, contact the Manager	Yes _____	No _____
Are the audit differences individually or in the aggregate material?		Yes _____	No _____

**DISTRICT** Sample District**June 30, 2014****OPINION, DISCLOSURES AND  
OTHER REPORT INFORMATION****A. Independent Auditor's Report on the financial statements::**

1. Type of opinion rendered for each opinion unit and reason for modification of opinion, if applicable:

<input type="checkbox"/> Governmental Activities	U	Q	D	A
<input type="checkbox"/> Business Type Activities	U	Q	D	A
<input type="checkbox"/> Major Fund – General	U	Q	D	A
<input type="checkbox"/> Major Fund -	U	Q	D	A
<input type="checkbox"/> Major Fund -	U	Q	D	A
<input type="checkbox"/> Major Fund -	U	Q	D	A
<input type="checkbox"/> Major Fund -	U	Q	D	A
<input type="checkbox"/> Major Fund -	U	Q	D	A
<input type="checkbox"/> Aggregate Remaining Fund Information	U	Q	D	A
<input type="checkbox"/> Aggregate Discretely Presented Component Units	U	Q	D	A

2. Reliance on opinion of other auditors properly included in the Independent Auditor's Report
- |   |   |     |
|---|---|-----|
| Y | N | N/A |
|---|---|-----|

3. Required Supplementary Information (RSI) - Disclaim an opinion on the unaudited information (AU 730) (check applicable):

☐ MD&A      ☐ Budgetary Comparison      ☐ OPEB - Funding Progress  
☐ Other \_\_\_\_\_

4. Supplementary information (SI) accompanying basic financial statements - Include an "in relation to" opinion (AU 725) (check if applicable):

☐ Schedules #1 to #\_\_\_ (including SEFA Schedule – Y or N/A)

Prior year information audited by whom and type of opinion(s) rendered (for multiple opinions, please describe in the space below):

Years:

<input type="checkbox"/> _____ AOS	U	Q	D	A
<input type="checkbox"/> _____ Other auditors	U	Q	D	A

5. Other information (OI) (Normally applicable only for CAFR audits) – Disclaim an opinion on the unaudited information (AU 720) (check applicable):

☐ Introductory section      ☐ Statistical section  
☐ Other \_\_\_\_\_

**June 30, 2014**

[illegible]

DISTRICT Sample District

June 30, 2014

**OPINION, DISCLOSURE AND  
OTHER REPORT INFORMATION**

Y = Yes N = No N/A = Not Applicable
---

C. IAR on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards:**Yes, No  
or Not  
applicable**

1. Instances of material non-compliance	<u>Y</u> <u>N</u>	<u>GF-12's</u>
2. Instances of non-material non-compliance	<u>Y</u> <u>N</u>	<u>GF-12's</u>
3. No instances of non-compliance	<u>Y</u> <u>N</u>	<u>GF-12's</u>
4. Significant deficiencies	<u>Y</u> <u>N</u>	<u>GF-12's</u>
5. Material weaknesses	<u>Y</u> <u>N</u>	<u>GF-12's</u>

## D. IAR on Compliance with Requirements For Each Major Federal Program and on Internal Control over Compliance Required by OMB Circular A-133:

1. Instances of non-compliance	See next page	
2. Significant deficiencies	<u>Y</u> <u>N</u>	<u>GF-12's</u>
3. Material weaknesses	<u>Y</u> <u>N</u>	<u>GF-12's</u>

E. Because this audit is being conducted under Chapter 11 of the Code of Iowa, Government Auditing Standards and OMB Circular A-133, users of the report are presumed to be aware of the conditions under which the report is issued, including the requirement of state law which requires the report to be open to the public.

## F. Dollar threshold used to distinguish between Type A and Type B programs

\$\_\_\_\_\_ GF-1's

## G. District qualified as low-risk auditee

Y N GF-1's

**DISTRICT** Sample District**June 30, 2014****OPINION, DISCLOSURE AND  
OTHER REPORT INFORMATION**

Common requirements (GF-9s):

A. Activities Allowed or Unallowed

B. Allowable Costs/Cost  
Principles

C. Cash Management

D. Davis-Bacon Act

E. Eligibility

F. Equipment and Real Property

G. Matching, Level of Effort, Earmarking

H. Period of Availability of  
Federal FundsI. Procurement, Suspension  
and Debarment

J. Program Income

K. Real Property Acquisition  
and Relocation Assistance

L. Reporting

M. Subrecipient Monitoring

N. Special Tests and Provisions

Major Program (CFDA #):				Major Program (CFDA #):			
Require- ment Tested	Finding reported in Part III of SFQC	Type of finding reported in Part III	Type of Opinion	Require- ment Tested	Findings reported in Part III of SFQC	Type of finding reported in Part III	Type of Opinion
Y N/A	Y N/A	MNC,QC,SD, MW, NONE	U,Q,D,A	Y N/A	Y N/A	MNC,QC,SD, MW,NONE	U,Q,D,A
Y N/A	Y N/A	MNC,QC,SD, MW,NONE	U,Q,D,A	Y N/A	Y N/A	MNC,QC,SD, MW,NONE	U,Q,D,A
Y N/A	Y N/A	MNC,QC,SD, MW,NONE	U,Q,D,A	Y N/A	Y N/A	MNC,QC,SD, MW,NONE	U,Q,D,A
Y N/A	Y N/A	MNC,QC,SD, MW,NONE	U,Q,D,A	Y N/A	Y N/A	MNC,QC,SD, MW,NONE	U,Q,D,A
Y N/A	Y N/A	MNC,QC,SD, MW,NONE	U,Q,D,A	Y N/A	Y N/A	MNC,QC,SD, MW,NONE	U,Q,D,A
Y N/A	Y N/A	MNC,QC,SD, MW,NONE	U,Q,D,A	Y N/A	Y N/A	MNC,QC,SD, MW,NONE	U,Q,D,A
Y N/A	Y N/A	MNC,QC,SD, MW,NONE	U,Q,D,A	Y N/A	Y N/A	MNC,QC,SD, MW,NONE	U,Q,D,A
Y N/A	Y N/A	MNC,QC,SD, MW,NONE	U,Q,D,A	Y N/A	Y N/A	MNC,QC,SD, MW,NONE	U,Q,D,A
Y N/A	Y N/A	MNC,QC,SD, MW,NONE	U,Q,D,A	Y N/A	Y N/A	MNC,QC,SD, MW,NONE	U,Q,D,A
Y N/A	Y N/A	MNC,QC,SD, MW,NONE	U,Q,D,A	Y N/A	Y N/A	MNC,QC,SD, MW,NONE	U,Q,D,A
Y N/A	Y N/A	MNC,QC,SD, MW,NONE	U,Q,D,A	Y N/A	Y N/A	MNC,QC,SD, MW,NONE	U,Q,D,A
Y N/A	Y N/A	MNC,QC,SD, MW,NONE	U,Q,D,A	Y N/A	Y N/A	MNC,QC,SD, MW,NONE	U,Q,D,A
Y N/A	Y N/A	MNC,QC,SD, MW,NONE	U,Q,D,A	Y N/A	Y N/A	MNC,QC,SD, MW,NONE	U,Q,D,A
Y N/A	Y N/A	MNC,QC,SD, MW,NONE	U,Q,D,A	Y N/A	Y N/A	MNC,QC,SD, MW,NONE	U,Q,D,A
Y N/A	Y N/A	MNC,QC,SD, MW,NONE	U,Q,D,A	Y N/A	Y N/A	MNC,QC,SD, MW,NONE	U,Q,D,A

U = Unmodified  
Q = Qualified  
D = Disclaimer  
A = Adverse

MNC = Material noncompliance  
QC = Questioned Cost > \$10,000  
SD = Significant Deficiencies

Y = Yes  
N/A = Not applicable

MW = Material Weaknesses  
NONE = None required to be reported

**DISTRICT** Sample District**June 30, 2014****OPINION, DISCLOSURE AND  
OTHER REPORT INFORMATION**

	Major Program (CFDA #):				Major Program (CFDA #):			
	Require- ment Tested	Findings reported in Part III of SFQC	Type of finding reported in Part III	Type of Opinion	Require- ment Tested	Findings reported in Part III of SFQC	Type of finding reported in Part III	Type of Opinion
Common requirements (GF-9s):								
A. Activities Allowed or Unallowed	Y N/A	Y N/A	MNC, QC, SD, MW, NONE	U, Q, D, A	Y N/A	Y N/A	MNC, QC, SD, MW, NONE	U, Q, D, A
B. Allowable Costs/Cost Principles	Y N/A	Y N/A	MNC, QC, SD, MW, NONE	U, Q, D, A	Y N/A	Y N/A	MNC, QC, SD, MW, NONE	U, Q, D, A
C. Cash Management	Y N/A	Y N/A	MNC, QC, SD, MW, NONE	U, Q, D, A	Y N/A	Y N/A	MNC, QC, SD, MW, NONE	U, Q, D, A
D. Davis-Bacon Act	Y N/A	Y N/A	MNC, QC, SD, MW, NONE	U, Q, D, A	Y N/A	Y N/A	MNC, QC, SD, MW, NONE	U, Q, D, A
E. Eligibility	Y N/A	Y N/A	MNC, QC, SD, MW, NONE	U, Q, D, A	Y N/A	Y N/A	MNC, QC, SD, MW, NONE	U, Q, D, A
F. Equipment and Real Property	Y N/A	Y N/A	MNC, QC, SD, MW, NONE	U, Q, D, A	Y N/A	Y N/A	MNC, QC, SD, MW, NONE	U, Q, D, A
G. Matching, Level of Effort, Earmarking	Y N/A	Y N/A	MNC, QC, SD, MW, NONE	U, Q, D, A	Y N/A	Y N/A	MNC, QC, SD, MW, NONE	U, Q, D, A
H. Period of Availability of Federal Funds	Y N/A	Y N/A	MNC, QC, SD, MW, NONE	U, Q, D, A	Y N/A	Y N/A	MNC, QC, SD, MW, NONE	U, Q, D, A
I. Procurement, Suspension and Debarment	Y N/A	Y N/A	MNC, QC, SD, MW, NONE	U, Q, D, A	Y N/A	Y N/A	MNC, QC, SD, MW, NONE	U, Q, D, A
J. Program Income	Y N/A	Y N/A	MNC, QC, SD, MW, NONE	U, Q, D, A	Y N/A	Y N/A	MNC, QC, SD, MW, NONE	U, Q, D, A
K. Real Property Acquisition and Relocation Assistance	Y N/A	Y N/A	MNC, QC, SD, MW, NONE	U, Q, D, A	Y N/A	Y N/A	MNC, QC, SD, MW, NONE	U, Q, D, A
L. Reporting	Y N/A	Y N/A	MNC, QC, SD, MW, NONE	U, Q, D, A	Y N/A	Y N/A	MNC, QC, SD, MW, NONE	U, Q, D, A
M. Subrecipient Monitoring	Y N/A	Y N/A	MNC, QC, SD, MW, NONE	U, Q, D, A	Y N/A	Y N/A	MNC, QC, SD, MW, NONE	U, Q, D, A
N. Special Tests and Provisions	Y N/A	Y N/A	MNC, QC, SD, MW, NONE	U, Q, D, A	Y N/A	Y N/A	MNC, QC, SD, MW, NONE	U, Q, D, A

U = Unmodified  
Q = Qualified  
D = Disclaimer  
A = Adverse

MNC = Material noncompliance  
QC = Questioned Cost > \$10,000  
SD = Significant Deficiencies  
MW = Material Weaknesses  
NONE = None required to be reported

Y = Yes  
N/A = Not applicable

**DISTRICT** Sample District**June 30, 2014****OTHER REPORT INFORMATION**  
**SINGLE AUDIT****REPORTING PACKAGES** – The following entities are required to receive a reporting package:

- 1) Federal Clearinghouse (through electronic submission)
- 2) Grantor pass-through entities when:
  - The Schedule of Findings and Questioned Costs disclose audit findings related to federal awards the pass-through entity provided and/or,
  - The Summary Schedule of Prior Audit Findings reported the status of any audit findings related to federal awards the pass-through entity provided directly.

List appropriate agencies and their addresses, if any:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**June 30, 2014**

[illegible]



### CONFIRMATION CONTROL

[illegible]

\* If confirmation is not received, alternative procedures are required.

**June 30, 2014**

**WORKPAPER COPIES GIVEN**  
**TO DISTRICT AND**  
**OUTSIDE PARTIES**

[illegible]

## PENDING MATTERS

[illegible]

## REVIEW NOTES

[illegible]

**DISTRICT** Sample District**June 30, 2014****INCHARGE REVIEW QUESTIONNAIRE**

QUESTION	YES	NO	N/A
1. Was the scope of our audit in accordance with our audit plan?			
2. Have you informed the Manager of all identified problems and internal control weaknesses which resulted in significant modification in the audit program, and have you obtained the Manager's concurrence with the modifications?			
3. Have you gathered enough evidence to satisfy the audit program objectives?			
4. Are you satisfied the evidence gathered does not disclose suspicions of abuse, fraud, violations of statutory, regulatory and contractual provisions, or other illegal acts other than those noted in the statutory comments of the report?			
5. Are you satisfied we have a reasonable basis for the expression of an opinion on each opinion unit and the workpaper documentation supports the opinion we are expressing on each opinion unit?			
6. Are you satisfied with the results of the limited procedures performed for required supplementary information (RSI), supplementary information and other information, if applicable?			
7. Are you satisfied there is not substantial doubt about the District's ability to continue as a going concern, or if there is substantial doubt, the appropriate disclosures were made and an explanatory paragraph was included in the Independent Auditor's Report?			
8. Are you satisfied we have a reasonable basis for and the workpapers support our statement in the Independent Auditor's Report on Compliance and Internal Control over Financial Reporting for instances of non-compliance required to be reported under <u>Government Auditing Standards</u> ?			
9. Are you satisfied we have a reasonable basis for expressing an opinion on the District's compliance with the common requirements applicable to major federal programs?			
10. Are you satisfied we have obtained an adequate understanding of the design of internal controls, determined whether these controls have been implemented and assessed control risk?			
11. Are you satisfied we have reduced the detection risk to a reasonable level?			
12. Have all applicable items on the audit planning, questionnaires and audit program been completed and workpapers properly indexed and signed or initialed by those doing the work?			
13. Have all significant unusual or unexpected balances or relationships noted during planning or the course of the audit been adequately investigated and documented?			
14. Has the work of all assistants been thoroughly reviewed?			
15. Have review notes been adequately resolved?			
16. Are you satisfied the planned level of risk of material misstatement due to fraud or error did not increase based on the accumulated results of the audit procedures performed during fieldwork? (AU 240.34)			
17. Has there been appropriate communication with other audit team members through the audit regarding information or conditions indicative of risks of material misstatement due to fraud or error?			

**DISTRICT** Sample District**June 30, 2014****INCHARGE REVIEW QUESTIONNAIRE**

QUESTION	YES	NO	N/A
18. Have you documented the success and/or failures of procedures performed based on the planned risk assessment in the items for the next year section?			
19. Have you discussed with District officials and prepared draft comments or memoranda regarding communication of the following to the District:			
a. Management suggestions?			
b. All significant deficiencies and material weaknesses in the internal controls we observed?			
c. All immaterial items noted during our audit?			
d. Non-compliance with any statutory, regulatory or contractual requirements?			
e. Any instances of fraud or indications that fraud may exist?			
f. Auditor's Reports on financial statements, compliance and internal controls?			
20. Has the audit report routing sheet:			
a. Been completed and signed off?			
b. Been completed for the report distribution section, including addresses for non-client report recipients?			
21. Has the news release draft been completed?			
22. Has a list been prepared of all significant pending matters which must be cleared before issuing the report?			
23. Has the Manager been informed of all pending matters?			
24. Have required engagement evaluation reports been completed by the appropriate person(s)?			
25. Are you satisfied all audit work complied with professional standards and office policies?			
26. Have all electronic workpapers been properly stored on the network?			
COMMENTS (required for "No" answers):			
Incharge		Date	
Manager		Date	
Independent		Date	
Reviewer		Date	

**DISTRICT** Sample District**June 30, 2014****MANAGER REVIEW QUESTIONNAIRE**

QUESTION	YES	NO	N/A
<p>A. <u>General</u></p> <ol style="list-style-type: none"> <li>1. Have you reviewed the workpapers and do you concur with the conclusions of the incharge?</li> <li>2. Have all exceptions noted on the Incharge Review Questionnaire been resolved?</li> <li>3. Are you satisfied: <ol style="list-style-type: none"> <li>a. the audit program was properly modified for identified problems and internal control weaknesses?</li> <li>b. required supplementary information (if applicable) has been obtained and testing procedures have been performed?</li> <li>c. the judgments and conclusions reached are supported by documented evidence?</li> <li>d. appropriate changes for the next examination, if any, have been summarized?</li> <li>e. all audit work conformed to the audit plan, scope and objectives?</li> <li>f. all significant or unexpected balances or relationships noted during planning or the course of the audit have been adequately investigated and documented?</li> <li>g. nothing was noted which indicated an increased level of risk of material misstatement due to fraud or error?</li> </ol> </li> <li>4. Do the workpapers include adequate documentation as to: <ol style="list-style-type: none"> <li>a. changes in accounting policies?</li> <li>b. conformity with U. S. generally accepted accounting principles or a different basis of accounting, if appropriate?</li> <li>c. conformity with U. S. generally accepted government auditing standards?</li> <li>d. conformity with statutory, regulatory and contractual provisions?</li> <li>e. adequacy of disclosure?</li> <li>f. compliance with office policies?</li> </ol> </li> <li>5. Have applicable questionnaires been completed?</li> <li>6. Have all applicable procedures been performed and signed off?</li> <li>7. Have all review comments been cleared with adequate documentation of disposition?</li> <li>8. Have required performance evaluations been completed?</li> <li>9. Have all electronic workpapers been properly stored on the network?</li> </ol> <p>B. <u>Financial Statements and Audit Report</u></p> <ol style="list-style-type: none"> <li>1. Are the financial statements adequately referenced to footnote disclosures?</li> <li>2. Are the dates covered by the financial statements correct?</li> <li>3. Are all material facts disclosed which are necessary to not make the financial statements misleading?</li> <li>4. Have all material and/or special or extraordinary subsequent events been evaluated and properly disclosed?</li> </ol>			

**DISTRICT** Sample District**June 30, 2014****MANAGER REVIEW QUESTIONNAIRE**

QUESTION	YES	NO	N/A
5. Is there adequate documentation in the workpapers to support the footnotes?			
6. Do the footnotes clearly explain the facts?			
7. Is the nature of each financial statement clearly indicated by its title?			
8. Do the financial statements maintain a uniform manner of format, capitalization, headings and appearance in general within itself?			
9. Is our audit report addressed to the proper party?			
10. Does our opinion or each opinion unit properly state the responsibility we wish to assume?			
11. Has adequate audit work been performed to support the opinion(s) on the financial statements we are rendering.?			
12. Is the report dated in accordance with AU 700.41?			
13. Is any data in the footnotes which requires special mention, with respect to the date of our report, appropriately reflected in the date of our report?			
14. Is our opinion on the supplemental financial information proper and supported by our audit?			
15. Are disclosures in each opinion unit, financial statements, and notes to financial statements adequate and do they clearly communicate the facts?			
16. Have you performed final analytical procedures, including a comparison of the financial statements to the prior year?			
17. Are you satisfied the audit did not disclose any suspicions of irregularities, violations of statutory, regulatory and contractual provisions or other illegal acts other than those noted in the statutory comments of the report?			
18. Have the following been discussed with appropriate District officials and arrangements been made to get responses, if appropriate:			
a. Management suggestions?			
b. All significant deficiencies and material weaknesses in internal control we observed?			
c. All immaterial items?			
d. Non-compliance with any statutory, regulatory or contractual requirements?			
e. Any instances of fraud or indications that fraud may exist?			
f. Auditor's Report?			
19. Have you sent the draft financial statements to the District and received written client approval of the financial statements?			
C. <u>IAR on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards:</u>			
1. Has adequate work been performed to support our statement on instances of non-compliance required to be reported under <u>Government Auditing Standards</u> ?			
2. Have appropriate exceptions been noted for items of non-compliance?			



### MANAGER REVIEW QUESTIONNAIRE

QUESTION	YES	NO	N/A
<p>3. Has adequate audit work been performed to support:</p> <p>a. Our understanding of internal controls?</p> <p>b. The determination of whether these controls have been implemented?</p> <p>c. Our assessment of control risk?</p> <p>4. Have all significant deficiencies and material weaknesses been disclosed?</p> <p>D. <u>IAR on Compliance for each Major Federal Program and on Internal Control over Compliance Required by OMB Circular A-133:</u></p> <p>1. Has adequate audit work been performed to support the opinion we are giving on compliance with common requirements applicable to major federal programs?</p> <p>2. Have appropriate exceptions been noted for items of non-compliance?</p> <p>3. Has adequate audit work been performed to support:</p> <p>a. Our understanding of internal controls?</p> <p>b. The determination of whether these controls have been implemented?</p> <p>c. Our assessment of control risk?</p> <p>4. Have all significant deficiencies and material weaknesses been disclosed?</p> <p>E. <u>Report Production</u></p> <p>1. Has the report routing sheet been completed?</p> <p>2. Does the draft audit report comply with professional and office reporting standards?</p> <p>3. Has a copy of the completed routing sheet, including the report release date, been filed in the GF-17's?</p> <p><u>COMMENTS</u> (required for "No" answers):</p>			
<p>Manager _____ Date _____</p> <p>Independent Reviewer _____ Date _____</p>			

**DISTRICT** Sample District**June 30, 2014****INDEPENDENT REVIEWER QUESTIONNAIRE**

QUESTION	YES	NO	N/A
1. Is the audit evidence and documentation for all significant unusual or unexpected balances or relationships noted during planning or the course of the audit adequate?			
2. Have you reviewed the audit conclusions on all material items in the financial statements?			
3. Have all review notes been adequately resolved?			
4. Have you reviewed and do you concur with the Incharge Review Questionnaire?			
5. Have you reviewed and do you concur with the Manager Review Questionnaire?			
6. Based on your review, are the financial statements fairly presented?			
7. For any significant or unexpected balances or relationships noted in your review of the audit report which were not previously identified, has adequate audit evidence and documentation been obtained?			
8. Do the basic financial statements, supplementary information and the comments and recommendations appear to be materially correct?			
9. Is the required supplementary information (RSI) included if applicable and has it been evaluated for reasonableness?			
10. Is the auditor's report on financial statements appropriate, based on our audit and the financial statement presentation?			
11. Is the auditor's report on internal control over financial reporting and on compliance and other matters appropriate, based on our audit?			
12. Is the auditor's report on compliance for each major federal program and on internal control over compliance appropriate, based on our audit?			
13. Does the draft audit report comply with professional and office reporting standards?			
<u>COMMENTS</u> (required for "No" answers):			
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div>Independent Reviewer _____</div> <div>Date _____</div> </div>			